

Academic Libraries: 2004

FIRST LOOK





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Introduction

This report presents tabulations for the 2004 Academic Libraries Survey (ALS) conducted by the United States Department of Education's National Center for Education Statistics (NCES). An academic library is defined as an entity in a postsecondary institution that provides all of the following: An organized collection of printed or other materials, or a combination thereof; a staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or educational needs of the clientele; an established schedule in which services of the staff are available to the clientele; and the physical facilities necessary to support such a collection, staff, and schedule. This definition includes libraries that are part of learning resource centers. Branch and independent libraries are defined as auxiliary library service outlets with quarters separate from the central library that houses the basic collection. The central library administers the branches. In ALS, libraries on branch campuses that have separate NCES identification numbers are reported as separate libraries.

These academic libraries are informational resources within degree-granting postsecondary institutions in the United States, including institutions that are eligible for Title IV aid and branch campuses of Title IV, eligible institutions. When academic libraries are referred to in this report, they will always be entities that are part of the degree-granting postsecondary institutions in the United States, including institutions that are eligible for Title IV aid and branch campuses of Title IV, eligible institutions.

The Academic Libraries Survey has been conducted by NCES since 1966 at irregular intervals. Beginning with the 1988 survey, the Academic Libraries Survey has been conducted on a 2-year cycle. The survey focuses on library services, collections, library staff, expenditures, electronic services, and information literacy.

Two appendixes follow this report. Appendix A contains technical notes, survey methodology, methodology tables, and a glossary. Appendix B contains the survey questionnaire and instructions.

Selected Findings

Services

- During Fiscal year (FY) 2004, there were 155.1 million circulation transactions from academic libraries' general collection (table 1).
- During a typical week in the fall of 2004, of the 3,700 academic libraries in the United States, 24 were open 24 hours per day, 7 days per week (table 2).
- During a typical week in the fall of 2004, 1.4 million academic library reference transactions were conducted, including computer searches (table 3).

Collections

- At the end of FY 2004, 218 academic libraries held 1 million or more books, bound serials, and bound government documents (table 4).
- The nation's 3,700 academic libraries held 982.6 million books; serial backfiles; and other paper materials, including government documents at the end of FY 2004 (table 5).
- In FY 2004, academic libraries added 24.6 million books, serial backfiles, and other paper materials, including government documents (table 6).

Staff

- There were about 94,100 full-time equivalent (FTE) staff working in academic libraries during the fall of 2004 (table 7).
- Librarians accounted for 28 percent of the total number of FTE staff in academic libraries during the fall of 2004 (table 7).

Expenditures

- Academic libraries' expenditures totaled \$5.8 billion during FY 2004 (table 8).
- During FY 2004, academic libraries spent \$2.9 billion on salaries and wages, representing 51 percent of total library expenditures (table 9).
- Academic libraries spent \$2.2 billion on information resources during FY 2004 (tables 9 and 10).
- During FY 2004, academic libraries spent \$101.3 million for bibliographic utilities, networks, and consortia (table 11).

Electronic Services

- In 2003-04, some 69 percent of academic libraries provided library reference service by e-mail or the Web (table 12).

Information Literacy

- During 2003-04, about 34 percent of academic libraries reported that their postsecondary institution had incorporated information literacy into its strategic plan (table 13).
- During 2003-04, about 21 percent of academic libraries reported that their postsecondary institution had an institution-wide committee to implement the strategic plan for information literacy (table 13).

Tables

Table 1. Total circulation, document delivery, and interlibrary loan transactions in academic libraries, by control, level, size, and Carnegie classification of institution: Fiscal year 2004

Institutional characteristic	Total number of libraries	Circulation		Documents delivered from commercial services ¹	Interlibrary Loans					
		General collection	Reserve collection		Loans provided to other libraries			Loans received from other libraries		
					Total	Returnable	Non- returnable	Total	Returnable	Non- returnable
All U.S. academic libraries	3,653	155,077,987	45,125,956	1,430,184	10,174,075	5,519,460	4,654,615	8,545,417	4,433,599	4,111,818
Control										
Public	1,581	101,601,789	31,234,256	541,229	6,560,027	3,340,581	3,219,446	5,284,147	2,670,199	2,613,948
Private	2,072	53,476,198	13,891,700	888,955	3,614,048	2,178,879	1,435,169	3,261,270	1,763,400	1,497,870
Level ²										
Total 4-year and above	2,217	135,275,253	38,883,157	1,042,083	9,574,194	4,990,259	4,583,935	8,068,294	4,054,368	4,013,926
Doctor's	597	97,268,999	27,686,726	363,679	6,959,612	3,299,852	3,659,760	5,587,578	2,706,219	2,881,359
Master's	918	26,608,131	7,847,192	624,673	1,893,925	1,203,456	690,469	1,798,684	972,878	825,806
Bachelor's	668	9,958,662	3,050,274	45,474	646,124	448,113	198,011	656,429	367,435	288,994
Less than 4-year	1,436	19,802,734	6,242,799	388,101	599,881	529,201	70,680	477,123	379,231	97,892
Size (FTE enrollment) ³										
Less than 1,500	1,802	14,745,514	3,547,744	311,266	966,225	580,821	385,404	777,689	420,803	356,886
1,500 to 4,999	1,175	29,593,055	9,197,714	935,222	2,259,546	1,390,815	868,731	2,088,963	1,153,699	935,264
5,000 or more	676	110,739,418	32,380,498	183,696	6,948,304	3,547,824	3,400,480	5,678,765	2,859,097	2,819,668
Carnegie classification ²										
Doctoral/Research	255	82,760,978	23,617,054	235,088	5,726,313	2,779,353	2,946,960	4,622,129	2,320,353	2,301,776
Master's I and II	584	27,810,527	7,745,841	644,273	1,952,598	1,137,229	815,369	1,828,621	891,257	937,364
Baccalaureate	499	12,959,416	4,639,069	125,070	1,081,794	758,276	323,518	1,100,934	644,144	456,790
Baccalaureate/Associates	48	721,693	223,229	962	37,512	32,564	4,948	35,212	25,442	9,770
Associates	1,359	20,490,681	6,424,933	395,244	617,496	540,542	76,954	491,440	385,394	106,046
Specialized	575	9,186,452	2,171,113	17,004	690,038	234,247	455,791	381,906	118,238	263,668
Not classified	333	1,148,240	304,717	12,543	68,324	37,249	31,075	85,175	48,771	36,404

¹"Documents delivered from commercial services" refers to all documents from commercial document delivery services received by the library's users. This includes all transactions that the library pays for, even if library staff is not involved in the transaction.

² While "level" and "Carnegie classification" are similar, there is not complete overlap in the two classifications. "Level" refers to the highest level of any degree offered by the institution. The "Carnegie classification" is based on criteria such as institutional mission and research funding in addition to highest level of degree awarded. The Carnegie classification was developed by the Carnegie Foundation for the Advancement of Teaching and published in *A Classification of Institutions of Higher Education, 2000 Edition*.

³ Full-time equivalent (FTE) enrollment is calculated by adding one-third of part-time enrollment to full-time enrollment.

NOTE: The number of doctoral, master's, and bachelor's level institutions does not sum to the total number of 4-year and above institutions because there are 34 4-year and above institutions that grant "other" degrees and are thus not included in the breakdown.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2004.

Table 2. Number of academic libraries, by public service hours per typical week, control, level, size, and Carnegie classification of institution: Fall 2004

Institutional characteristic	Total number of libraries	Public service hours per typical week							
		Less than 20	20 - 39	40 - 59	60 - 79	80 - 99	100 - 119	120 - 167	168 ¹
All U.S. academic libraries	3,653	11	39	575	1,625	953	372	54	24
Control									
Public	1,581	1	3	230	815	363	125	32	12
Private	2,072	10	36	345	810	590	247	22	12
Level ²									
Total 4-year and above	2,217	2	18	144	736	876	371	50	20
Doctor's	597	0	5	26	96	230	190	43	7
Master's	918	1	5	47	289	454	110	5	7
Bachelor's	668	1	8	70	346	179	57	1	6
Less than 4-year	1,436	9	21	431	889	77	1	4	4
Size (FTE enrollment) ³									
Less than 1,500	1,802	11	39	462	869	330	79	3	9
1,500 to 4,999	1,175	0	0	87	549	387	133	12	7
5,000 or more	676	0	0	26	207	236	160	39	8
Carnegie classification ²									
Doctoral/Research	255	0	0	0	9	83	122	34	7
Master's I and II	584	0	0	5	92	386	88	11	2
Baccalaureate	499	0	0	8	143	249	93	3	3
Baccalaureate/Associates	48	0	0	4	29	12	3	0	0
Associates	1,359	7	16	336	904	86	2	4	4
Specialized	575	2	14	102	282	110	56	2	7
Not classified	333	2	9	120	166	27	8	0	1

¹ These libraries are open 24 hours a day, 7 days a week.

² While "level" and "Carnegie classification" are similar, there is not complete overlap in the two classifications. "Level" refers to the highest level of any degree offered by the institution. The "Carnegie classification" is based on criteria such as institutional mission and research funding in addition to highest level of degree awarded. The Carnegie classification was developed by the Carnegie Foundation for the Advancement of Teaching and published in *A Classification of Institutions of Higher Education, 2000 Edition*.

³ Full-time equivalent (FTE) enrollment is calculated by adding one-third of part-time enrollment to full-time enrollment.

NOTE: The number of doctoral, master's, and bachelor's level institutions does not sum to the total number of 4-year and above institutions because there are 34 4-year and above institutions that grant "other" degrees and are thus not included in the breakdown.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2004.

Table 3. Gate count, reference transactions per typical week in academic libraries, and total information service to groups, by control, level, size, and Carnegie classification of institution: 2004

Institutional characteristic	Total number of libraries	During typical week in fall 2004		Information service to groups, fiscal year 2004	
		Gate count ¹	Reference transactions, including computer searches	Total number of presentations	Total number served
All U.S. academic libraries	3,653	19,368,745	1,423,384	484,212	8,540,859
Control					
Public	1,581	13,125,463	981,128	333,298	6,142,590
Private	2,072	6,243,282	442,256	150,914	2,398,269
Level ²					
Total 4-year and above	2,217	15,181,191	1,060,175	339,153	5,706,123
Doctor's	597	9,453,194	643,941	201,707	3,135,502
Master's	918	4,093,574	310,094	87,258	1,648,319
Bachelor's	668	1,500,098	99,988	47,711	883,345
Less than 4-year	1,436	4,187,554	363,209	145,059	2,834,736
Size (FTE enrollment) ³					
Less than 1,500	1,802	2,571,796	209,823	66,344	1,040,795
1,500 to 4,999	1,175	4,933,885	414,561	140,518	2,656,296
5,000 or more	676	11,863,064	799,000	277,350	4,843,768
Carnegie classification ²					
Doctoral/Research	255	7,170,710	487,070	155,285	2,378,593
Master's I and II	584	4,271,373	318,565	93,029	1,757,871
Baccalaureate	499	1,777,567	83,106	49,439	870,685
Baccalaureate/Associates	48	177,787	11,385	3,672	72,297
Associates	1,359	4,292,768	368,091	146,793	2,875,639
Specialized	575	1,349,821	117,296	24,634	378,091
Not classified	333	328,719	37,871	11,360	207,683

¹"Gate count of visitors to library per typical week" is the number of persons who physically enter library facilities over the course of a week. A single person can be counted more than once.

² While "level" and "Carnegie classification" are similar, there is not complete overlap in the two classifications. "Level" refers to the highest level of any degree offered by the institution. The "Carnegie classification" is based on criteria such as institutional mission and research funding in addition to highest level of degree awarded. The Carnegie classification was developed by the Carnegie Foundation for the Advancement of Teaching and published in *A Classification of Institutions of Higher Education, 2000 Edition*.

³ Full-time equivalent (FTE) enrollment is calculated by adding one-third of part-time enrollment to full-time enrollment.

NOTE: The number of doctoral, master's, and bachelor's level institutions does not sum to the total number of 4-year and above institutions because there are 34 4-year and above institutions that grant "other" degrees and are thus not included in the breakdown.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2004.

Table 4. Number of academic libraries, by volumes held at end of fiscal year, control, level, size, and Carnegie classification of institution: Fiscal year 2004

Institutional characteristic	Volumes held at end of year	Number of libraries										
		Total	Number of books, serial backfiles, and other paper materials, including government documents									
			Less than 5,000	5,000 to 9,999	10,000 to 19,999	20,000 to 29,999	30,000 to 49,999	50,000 to 99,999	100,000 to 249,999	250,000 to 499,999	500,000 to 999,999	1,000,000 or more
All U.S. academic libraries	982,589,877	3,653	545	168	214	228	453	666	695	291	175	218
Control												
Public	590,977,192	1,581	38	40	81	130	292	367	222	147	110	154
Private	391,612,685	2,072	507	128	133	98	161	299	473	144	65	64
Level ¹												
Total 4-year and above	924,214,446	2,217	184	74	109	87	155	338	593	286	174	217
Doctor's	668,301,157	597	18	9	12	12	13	35	124	95	75	204
Master's	184,926,038	918	37	25	35	31	56	164	338	147	74	11
Bachelor's	67,061,882	668	129	38	56	43	84	132	120	39	25	2
Less than 4-year	58,375,431	1,436	361	94	105	141	298	328	102	5	1	1
Size (FTE enrollment) ²												
Less than 1,500	99,624,383	1,802	516	136	174	158	223	266	267	52	9	1
1,500 to 4,999	186,100,084	1,175	24	30	40	66	205	289	313	143	51	14
5,000 or more	696,865,410	676	5	2	0	4	25	111	115	96	115	203
Carnegie classification ¹												
Doctoral/Research	567,547,485	255	1	1	0	1	1	1	7	24	35	184
Master's I and II	196,581,467	584	3	3	2	6	5	64	217	164	96	24
Baccalaureate	105,672,895	499	0	1	5	7	16	126	234	64	37	9
Baccalaureate/Associates	3,010,541	48	1	1	2	3	16	19	6	0	0	0
Associates	60,219,024	1,359	286	81	100	133	310	334	106	6	2	1
Specialized	42,687,032	575	77	39	72	58	81	103	110	30	5	0
Not classified	6,871,433	333	177	42	33	20	24	19	15	3	0	0

¹ While "level" and "Carnegie classification" are similar, there is not complete overlap in the two classifications. "Level" refers to the highest level of any degree offered by the institution. The "Carnegie classification" is based on criteria such as institutional mission and research funding in addition to highest level of degree awarded. The Carnegie classification was developed by the Carnegie Foundation for the Advancement of Teaching and published in *A Classification of Institutions of Higher Education, 2000 Edition*.

² Full-time equivalent (FTE) enrollment is calculated by adding one-third of part-time enrollment to full-time enrollment.

NOTE: The number of doctoral, master's, and bachelor's level institutions does not sum to the total number of 4-year and above institutions because there are 34 4-year and above institutions that grant "other" degrees and are thus not included in the breakdown.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2004.

Table 5. Number of volumes, units, and subscriptions held at the end of the fiscal year in academic libraries, by control, level, size, and Carnegie classification of institution:
Fiscal year 2004

Institutional characteristic	Total number of libraries	Books, serial backfiles, and other paper materials, including government documents	E-books	Microform units	Current serial subscriptions	Audiovisual materials units	Electronic reference sources and aggregation services ¹
All U.S. academic libraries	3,653	982,589,877	32,775,291	1,173,287,295	12,763,537	91,894,281	1,908,555
Control							
Public	1,581	590,977,192	17,051,391	807,040,961	8,071,964	63,668,328	1,142,837
Private	2,072	391,612,685	15,723,900	366,246,334	4,691,573	28,225,953	765,718
Level ²							
Total 4-year and above	2,217	924,214,446	26,596,600	1,136,627,132	11,755,319	86,934,188	1,767,047
Doctor's	597	668,301,157	14,203,769	818,828,433	8,299,167	71,221,622	1,125,872
Master's	918	184,926,038	8,045,823	276,248,788	2,632,097	11,698,926	324,926
Bachelor's	668	67,061,882	4,328,239	29,841,784	726,786	3,900,717	161,774
Less than 4-year	1,436	58,375,431	6,178,691	36,660,163	1,008,218	4,960,093	141,508
Size (FTE enrollment) ³							
Less than 1,500	1,802	99,624,383	8,035,512	64,108,233	1,390,255	6,671,439	461,534
1,500 to 4,999	1,175	186,100,084	9,358,564	202,278,774	4,139,511	11,502,712	605,107
5,000 or more	676	696,865,410	15,381,215	906,900,288	7,233,771	73,720,130	841,914
Carnegie classification ²							
Doctoral/Research	255	567,547,485	11,618,244	696,906,643	5,297,179	66,301,386	474,684
Master's I and II	584	196,581,467	7,404,820	341,157,876	4,473,223	9,364,056	823,299
Baccalaureate	499	105,672,895	4,321,966	64,555,122	1,137,257	5,384,745	213,392
Baccalaureate/Associates	48	3,010,541	195,776	945,278	74,818	305,665	1,860
Associates	1,359	60,219,024	6,330,600	38,041,057	1,038,439	5,072,075	144,720
Specialized	575	42,687,032	1,574,779	24,866,135	572,874	5,151,223	231,865
Not classified	333	6,871,433	1,329,106	6,815,184	169,747	315,131	18,735

¹"Electronic reference sources and aggregation services" include citation indexes and abstracts; full-text reference sources (e.g. encyclopedias, almanacs, biographical and statistical sources and other quick fact-finding sources); full-text journal and periodical article collection services (e.g. EBSCOhost, ProQuest, Academic Universe, and INFOTRAC OneFile); dissertation and conference proceedings databases. Licensed electronic resources also include those databases that institutions mount locally.

² While "level" and "Carnegie classification" are similar, there is not complete overlap in the two classifications. "Level" refers to the highest level of any degree offered by the institution. The "Carnegie classification" is based on criteria such as institutional mission and research funding in addition to highest level of degree awarded. The Carnegie classification was developed by the Carnegie Foundation for the Advancement of Teaching and published in *A Classification of Institutions of Higher Education, 2000 Edition*.

³ Full-time equivalent (FTE) enrollment is calculated by adding one-third of part-time enrollment to full-time enrollment.

NOTE: The number of doctoral, master's, and bachelor's level institutions does not sum to the total number of 4-year and above institutions because there are 34 4-year and above institutions that grant "other" degrees and are thus not included in the breakdown.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2004.

Table 6. Number of volumes, units, and subscriptions added during the fiscal year in academic libraries, by control, level, size, and Carnegie classification of institution: Fiscal year 2004

Institutional characteristic	Books, serial backfiles, and other paper materials, including government documents				Microform units	Current serial subscriptions	Audiovisual materials units	Electronic reference sources and aggregation services
	Total number of libraries		E-books					
All U.S. academic libraries	3,653	24,614,559	14,240,298	22,059,181	1,364,366	3,966,169	476,050	
Control								
Public	1,581	14,839,216	6,602,273	12,900,218	733,155	2,681,470	162,930	
Private	2,072	9,775,343	7,638,025	9,158,963	631,211	1,284,699	313,120	
Level ¹								
Total 4-year and above	2,217	22,138,831	11,809,981	21,407,020	1,230,728	3,634,882	438,993	
Doctor's	597	15,531,794	6,072,926	14,954,611	682,768	2,952,388	290,725	
Master's	918	4,418,183	3,597,111	5,708,700	401,223	473,826	94,297	
Bachelor's	668	2,033,248	2,139,777	557,224	142,668	205,262	48,783	
Less than 4-year	1,436	2,475,728	2,430,317	652,161	133,638	331,287	37,057	
Size (FTE enrollment) ²								
Less than 1,500	1,802	3,195,108	4,412,004	1,131,842	263,129	325,152	113,872	
1,500 to 4,999	1,175	5,029,949	3,453,694	4,849,364	377,612	540,798	80,345	
5,000 or more	676	16,389,502	6,374,600	16,077,975	723,625	3,100,219	281,833	
Carnegie classification ¹								
Doctoral/Research	255	12,717,804	5,073,778	12,629,359	534,204	2,729,403	105,715	
Master's I and II	584	5,095,006	3,239,600	6,972,077	369,922	452,444	239,071	
Baccalaureate	499	2,485,961	1,434,186	1,187,699	192,700	214,172	71,204	
Baccalaureate/Associates	48	126,385	124,637	36,022	20,580	14,635	340	
Associates	1,359	2,497,578	2,696,903	685,802	143,751	337,366	29,707	
Specialized	575	1,336,559	979,526	459,799	81,982	190,147	17,150	
Not classified	333	355,266	691,668	88,423	21,227	28,002	12,863	

¹ While "level" and "Carnegie classification" are similar, there is not complete overlap in the two classifications. "Level" refers to the highest level of any degree offered by the institution. The "Carnegie classification" is based on criteria such as institutional mission and research funding in addition to highest level of degree awarded. The Carnegie classification was developed by the Carnegie Foundation for the Advancement of Teaching and published in *A Classification of Institutions of Higher Education, 2000 Edition*.

² Full-time equivalent (FTE) enrollment is calculated by adding one-third of part-time enrollment to full-time enrollment.

NOTE: The number of doctoral, master's, and bachelor's level institutions does not sum to the total number of 4-year and above institutions because there are 34 4-year and above institutions that grant "other" degrees and are thus not included in the breakdown.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2004.

Table 7. Number and percentage of full-time equivalent (FTE) staff in academic libraries, by control, level, size, and Carnegie classification of institution: Fall 2004

Institutional characteristic	Librarians and other professionals												
	Total number of libraries	Total FTE staff	Percent	Librarians and other professionals						Other paid staff		Student assistants	
				Total		Librarians		Other professional staff		FTE	Percent	FTE	Percent
				FTE	Percent	FTE	Percent	FTE	Percent				
All U.S. academic libraries	3,653	94,085	100.0	32,280	34.3	25,936	27.6	6,344	6.7	36,767	39.1	25,038	26.6
Control													
Public	1,581	57,071	60.7	18,938	33.2	15,181	26.6	3,757	6.6	23,803	41.7	14,331	25.1
Private	2,072	37,013	39.3	13,342	36.0	10,755	29.1	2,587	7.0	12,964	35.0	10,707	28.9
Level ¹													
Total 4-year and above	2,217	80,412	85.5	27,106	33.7	21,792	27.1	5,314	6.6	31,443	39.1	21,863	27.2
Doctor's	597	54,963	58.4	18,327	33.3	14,409	26.2	3,918	7.1	23,308	42.4	13,328	24.2
Master's	918	18,352	19.5	6,180	33.7	5,228	28.5	952	5.2	6,093	33.2	6,079	33.1
Bachelor's	668	6,567	7.0	2,371	36.1	1,966	29.9	405	6.2	1,852	28.2	2,344	35.7
Less than 4-year	1,436	13,673	14.5	5,174	37.8	4,144	30.3	1,030	7.5	5,324	38.9	3,175	23.2
Size (FTE enrollment) ²													
Less than 1,500	1,802	11,554	12.3	4,523	39.1	3,602	31.2	921	8.0	3,096	26.8	3,935	34.1
1,500 to 4,999	1,175	21,461	22.8	7,725	36.0	6,316	29.4	1,409	6.6	7,651	35.7	6,085	28.4
5,000 or more	676	61,070	64.9	20,032	32.8	16,017	26.2	4,014	6.6	26,020	42.6	15,018	24.6
Carnegie classification ¹													
Doctoral/Research	255	44,787	47.6	14,744	32.9	11,424	25.5	3,320	7.4	19,382	43.3	10,662	23.8
Master's I and II	584	19,077	20.3	6,441	33.8	5,462	28.6	979	5.1	6,886	36.1	5,750	30.1
Baccalaureate	499	8,670	9.2	2,892	33.4	2,413	27.8	479	5.5	2,675	30.9	3,103	35.8
Baccalaureate/Associates	48	532	0.6	209	39.3	176	33.1	33	6.2	145	27.3	178	33.5
Associates	1,359	13,737	14.6	5,153	37.5	4,155	30.2	998	7.3	5,301	38.6	3,284	23.9
Specialized	575	5,723	6.1	2,156	37.7	1,776	31.0	379	6.6	1,949	34.1	1,617	28.3
Not classified	333	1,559	1.7	686	44.0	529	33.9	156	10.0	428	27.5	445	28.5

¹ While "level" and "Carnegie classification" are similar, there is not complete overlap in the two classifications. "Level" refers to the highest level of any degree offered by the institution. The "Carnegie classification" is based on criteria such as institutional mission and research funding in addition to highest level of degree awarded. The Carnegie classification was developed by the Carnegie Foundation for the Advancement of Teaching and published in *A Classification of Institutions of Higher Education, 2000 Edition*.

² Full-time equivalent (FTE) enrollment is calculated by adding one-third of part-time enrollment to full-time enrollment.

NOTE: The number of doctoral, master's, and bachelor's level institutions does not sum to the total number of 4-year and above institutions because there are 34 4-year and above institutions that grant "other" degrees and are thus not included in the breakdown.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2004.

Table 8. Number of academic libraries, by total academic library expenditures, control, level, size, and Carnegie classification of institution: Fiscal year 2004

Institutional characteristic	Total number of libraries	Total expenditures	Total academic library expenditures								
			Less than \$20,000	\$20,000 to \$49,999	\$50,000 to \$99,999	\$100,000 to \$199,999	\$200,000 to \$299,999	\$300,000 to \$499,999	\$500,000 to \$999,999	\$1,000,000 to \$1,999,999	\$2,000,000 or more
All U.S. academic libraries	3,653	\$5,751,247,194	40	258	339	503	385	551	603	403	571
Control											
Public	1,581	3,437,127,125	0	4	39	172	176	277	329	220	364
Private	2,072	2,314,120,069	40	254	300	331	209	274	274	183	207
Level ¹											
Total 4-year and above	2,217	5,166,207,326	13	85	153	266	211	294	347	309	539
Doctor's	597	3,887,335,407	2	3	14	28	27	35	45	86	357
Master's	918	925,087,541	8	16	34	95	84	157	212	173	139
Bachelor's	668	307,717,152	3	66	105	140	93	100	86	40	35
Less than 4-year	1,436	585,039,868	27	173	186	237	174	257	256	94	32
Size (FTE enrollment) ²											
Less than 1,500	1,802	515,870,807	40	255	326	446	265	268	120	47	35
1,500 to 4,999	1,175	1,120,968,518	0	3	12	56	120	271	375	210	128
5,000 or more	676	4,114,407,869	0	0	1	1	0	12	108	146	408
Carnegie classification ¹											
Doctoral/Research	255	3,276,896,195	0	0	0	1	0	2	3	12	237
Master's I and II	584	1,024,811,765	0	0	3	13	14	59	129	175	191
Baccalaureate	499	440,846,684	0	2	4	40	73	118	133	73	56
Baccalaureate/Associates	48	22,050,835	0	0	3	8	10	15	7	4	1
Associates	1,359	588,846,250	21	129	149	226	176	269	264	92	33
Specialized	575	323,966,163	7	36	93	133	92	73	60	33	48
Not classified	333	73,829,302	12	91	87	82	20	15	7	14	5

¹ While "level" and "Carnegie classification" are similar, there is not complete overlap in the two classifications. "Level" refers to the highest level of any degree offered by the institution. The "Carnegie classification" is based on criteria such as institutional mission and research funding in addition to highest level of degree awarded. The Carnegie classification was developed by the Carnegie Foundation for the Advancement of Teaching and published in *A Classification of Institutions of Higher Education, 2000 Edition*.

² Full-time equivalent (FTE) enrollment is calculated by adding one-third of part-time enrollment to full-time enrollment.

NOTE: The number of doctoral, master's, and bachelor's level institutions does not sum to the total number of 4-year and above institutions because there are 34 4-year and above institutions that grant "other" degrees and are thus not included in the breakdown.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2004.

Table 9. Expenditures at academic libraries and salaries as a percentage of total expenditures, by control, level, size, and Carnegie classification of institution:
Fiscal year 2004

Institutional characteristic	Total number of libraries	Total expenditures	Salaries and wages	Salaries and wages as a percentage of total expenditures	Information resources total ¹	Operating expenditures ²
All U.S. academic libraries	3,653	\$5,751,247,194	\$2,913,221,078	50.7	\$2,157,531,102	\$680,495,014
Control						
Public	1,581	3,437,127,125	1,794,510,983	52.2	1,266,077,662	376,538,480
Private	2,072	2,314,120,069	1,118,710,095	48.3	891,453,440	303,956,534
Level ³						
Total 4-year and above	2,217	5,166,207,326	2,498,520,144	48.4	2,039,403,411	628,283,771
Doctor's	597	3,887,335,407	1,809,861,894	46.6	1,583,447,323	494,026,190
Master's	918	925,087,541	501,171,450	54.2	325,985,012	97,931,079
Bachelor's	668	307,717,152	168,261,372	54.7	106,570,511	32,885,269
Less than 4-year	1,436	585,039,868	414,700,934	70.9	118,127,691	52,211,243
Size (FTE enrollment) ⁴						
Less than 1,500	1,802	515,870,807	285,809,485	55.4	170,579,283	59,482,039
1,500 to 4,999	1,175	1,120,968,518	605,523,270	54.0	394,996,435	120,448,813
5,000 or more	676	4,114,407,869	2,021,888,323	49.1	1,591,955,384	500,564,162
Carnegie classification ⁵						
Doctoral/Research	255	3,276,896,195	1,502,124,505	45.8	1,348,854,385	425,917,305
Master's I and II	584	1,024,811,765	551,117,063	53.8	368,699,708	104,994,994
Baccalaureate	499	440,846,684	220,608,556	50.0	170,076,858	50,161,270
Baccalaureate/Associates	48	22,050,835	14,210,954	64.4	6,026,476	1,813,405
Associates	1,359	588,846,250	414,345,167	70.4	121,388,599	53,112,484
Specialized	575	323,966,163	166,101,405	51.3	120,721,652	37,143,106
Not classified	333	73,829,302	44,713,428	60.6	21,763,424	7,352,450

¹Includes books, serial backfiles, current serial subscriptions, document delivery/interlibrary loan, preservation, and other expenditures for information resources.

²Includes computer hardware and software; bibliographic utilities, networks, and consortia; furniture and equipment; maintenance costs; and other expenditures not reported elsewhere.

³ While "level" and "Carnegie classification" are similar, there is not complete overlap in the two classifications. "Level" refers to the highest level of any degree offered by the institution. The "Carnegie classification" is based on criteria such as institutional mission and research funding in addition to highest level of degree awarded. The Carnegie classification was developed by the Carnegie Foundation for the Advancement of Teaching and published in *A Classification of Institutions of Higher Education, 2000 Edition*.

⁴Full-time equivalent (FTE) enrollment is calculated by adding one-third of part-time enrollment to full-time enrollment.

NOTE: The number of doctoral, master's, and bachelor's level institutions does not sum to the total number of 4-year and above institutions because there are 34 4-year and above institutions that grant "other" degrees and are thus not included in the breakdown.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2004.

Table 10. Expenditures for information resources at academic libraries, by control, level, size, and Carnegie classification of institution: Fiscal year 2004

Institutional characteristic	Total number of libraries	Information resources total ¹	Books, serial backfiles and other materials			Current serial subscriptions		Document delivery/inter-library loan	Preservation	Other expenditures for information resources
			Total	Electronic	Audiovisual	Total	Electronic			
All U.S. academic libraries	3,653	\$2,157,531,102	\$651,412,125	\$65,596,654	\$35,216,073	\$1,363,671,792	\$480,137,504	\$24,823,207	\$42,975,992	\$74,647,986
Control										
Public	1,581	1,266,077,662	358,088,546	32,549,778	21,095,226	824,999,926	300,136,463	16,100,650	25,021,919	41,866,621
Private	2,072	891,453,440	293,323,579	33,046,876	14,120,847	538,671,866	180,001,041	8,722,557	17,954,073	32,781,365
Level ²										
Total 4-year and above	2,217	2,039,403,411	584,264,701	60,122,033	26,959,948	1,316,356,028	461,249,439	24,163,961	42,363,609	72,255,112
Doctor's	597	1,583,447,323	432,979,691	46,529,238	15,838,995	1,034,615,068	373,490,868	19,125,378	33,938,894	62,788,292
Master's	918	325,985,012	105,475,917	9,893,289	7,593,165	204,481,171	65,693,549	3,607,333	6,049,128	6,371,463
Bachelor's	668	106,570,511	42,183,494	2,928,002	3,411,187	59,415,861	19,075,986	1,322,775	2,083,150	1,565,231
Less than 4-year	1,436	118,127,691	67,147,424	5,474,621	8,256,125	47,315,764	18,888,065	659,246	612,383	2,392,874
Size (FTE enrollment) ³										
Less than 1,500	1,802	170,579,283	60,600,754	5,148,963	4,778,376	100,243,983	29,200,646	1,920,290	3,164,782	4,649,474
1,500 to 4,999	1,175	394,996,435	135,035,081	11,751,364	10,500,515	240,873,431	80,168,575	4,191,860	6,464,687	8,431,376
5,000 or more	676	1,591,955,384	455,776,290	48,696,327	19,937,182	1,022,554,378	370,768,283	18,711,057	33,346,523	61,567,136
Carnegie classification ²										
Doctoral/Research	255	1,348,854,385	372,415,605	40,105,541	11,795,921	874,247,075	319,278,440	16,262,790	29,589,351	56,339,564
Master's I and II	584	368,699,708	110,007,132	11,322,101	8,222,799	239,751,813	77,395,726	3,923,038	6,452,780	8,564,945
Baccalaureate	499	170,076,858	60,895,061	4,050,726	4,036,192	100,906,238	32,605,349	2,169,798	3,716,418	2,389,343
Baccalaureate/Associates	48	6,026,476	3,022,437	155,052	239,476	2,819,472	959,891	30,903	78,051	75,613
Associates	1,359	121,388,599	69,241,645	6,088,083	8,262,383	48,407,523	19,328,483	663,054	682,762	2,393,615
Specialized	575	120,721,652	27,750,068	3,035,430	1,913,042	84,656,504	27,258,135	1,591,306	2,231,543	4,492,231
Not classified	333	21,763,424	8,080,177	839,721	746,260	12,883,167	3,311,480	182,318	225,087	392,675

¹ "Information resources total" includes books, serial backfiles, current serial subscriptions, document delivery/interlibrary loan, preservation, and other expenditures for information resources.

² While "level" and "Carnegie classification" are similar, there is not complete overlap in the two classifications. "Level" refers to the highest level of any degree offered by the institution. The "Carnegie classification" is based on criteria such as institutional mission and research funding in addition to highest level of degree awarded. The Carnegie classification was developed by the Carnegie Foundation for the Advancement of Teaching and published in *A Classification of Institutions of Higher Education, 2000 Edition*.

³ Full-time equivalent (FTE) enrollment is calculated by adding one-third of part-time enrollment to full-time enrollment.

NOTE: The number of doctoral, master's, and bachelor's level institutions does not sum to the total number of 4-year and above institutions because there are 34 4-year and above institutions that grant "other" degrees and are thus not included in the breakdown.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2004.

Table 11. Expenditures for equipment and other selected expenditures in academic libraries, by control, level, size, and Carnegie classification of institution: Fiscal year 2004

Institutional characteristic	Total number of libraries	Computer hardware and software	Bibliographic utilities, networks, consortia	Other operating expenditures
All U.S. academic libraries	3,653	\$143,042,069	\$101,292,892	\$436,160,053
Control				
Public	1,581	82,912,363	55,356,380	238,269,737
Private	2,072	60,129,706	45,936,512	197,890,316
Level ¹				
Total 4-year and above	2,217	129,469,632	91,711,316	407,102,823
Doctor's	597	98,353,003	59,790,170	335,883,017
Master's	918	22,450,057	23,787,878	51,693,144
Bachelor's	668	7,411,970	7,707,839	17,765,460
Less than 4-year	1,436	13,572,437	9,581,576	29,057,230
Size (FTE enrollment) ²				
Less than 1,500	1,802	15,967,320	12,139,901	31,374,818
1,500 to 4,999	1,175	28,042,212	27,515,476	64,891,125
5,000 or more	676	99,032,537	61,637,515	339,894,110
Carnegie classification ¹				
Doctoral/Research	255	81,574,328	47,935,211	296,407,766
Master's I and II	584	24,762,296	23,450,510	56,782,188
Baccalaureate	499	10,974,899	12,483,660	26,702,711
Baccalaureate/Associates	48	486,310	536,704	790,391
Associates	1,359	13,684,280	10,001,936	29,426,268
Specialized	575	8,371,108	6,099,656	22,672,342
Not classified	333	3,188,848	785,215	3,378,387

¹ While "level" and "Carnegie classification" are similar, there is not complete overlap in the two classifications. "Level" refers to the highest level of any degree offered by the institution. The "Carnegie classification" is based on criteria such as institutional mission and research funding in addition to highest level of degree awarded. The Carnegie classification was developed by the Carnegie Foundation for the Advancement of Teaching and published in *A Classification of Institutions of Higher Education, 2000 Edition*.

² Full-time equivalent (FTE) enrollment is calculated by adding one-third of part-time enrollment to full-time enrollment.

NOTE: The number of doctoral, master's, and bachelor's level institutions does not sum to the total number of 4-year and above institutions because there are 34 4-year and above institutions that grant "other" degrees and are thus not included in the breakdown.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2004.

Table 12. Percentage of academic libraries with selected electronic services, by control, level, size, and Carnegie classification of institution: Fall 2004

Institutional characteristic	Documents digitized by library staff	Library reference service by e-mail or the Web	Technology to assist patrons with disabilities	Electronic thesis and dissertations produced
All U.S. academic libraries	31.0	69.0	49.0	8.3
Control				
Public	34.0	79.6	73.7	9.1
Private	28.7	61.0	30.2	7.6
Level ¹				
Total 4-year and above	40.3	74.4	47.1	13.2
Doctor's	62.1	85.4	68.0	36.3
Master's	36.6	76.5	47.7	6.4
Bachelor's	25.7	61.7	27.8	2.5
Less than 4-year	16.6	60.7	51.9	0.6
Size (FTE enrollment) ²				
Less than 1,500	20.4	53.9	26.1	3.6
1,500 to 4,999	32.9	80.5	61.9	5.2
5,000 or more	56.2	89.5	87.6	26.0
Carnegie classification ¹				
Doctoral/Research	79.6	95.3	91.4	56.5
Master's I and II	50.2	88.0	67.0	13.0
Baccalaureate	36.9	74.7	42.1	4.6
Baccalaureate/Associates	25.0	79.2	35.4	0.0
Associates	16.9	63.6	53.1	0.5
Specialized	27.1	59.5	23.7	7.3
Not classified	16.5	44.4	24.3	3.0

¹ While "level" and "Carnegie classification" are similar, there is not complete overlap in the two classifications. "Level" refers to the highest level of any degree offered by the institution. The "Carnegie classification" is based on criteria such as institutional mission and research funding in addition to highest level of degree awarded. The Carnegie classification was developed by the Carnegie Foundation for the Advancement of Teaching and published in *A Classification of Institutions of Higher Education, 2000 Edition*.

² Full-time equivalent (FTE) enrollment is calculated by adding one-third of part-time enrollment to full-time enrollment.

NOTE: Total number of institutions responding to each question is shown in table A-1. Data were not imputed for non-response, and the average response rate was 84.8%.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2004.

Table 13. Percentage of academic libraries reporting information literacy activities, by control, level, size, and Carnegie classification of institution: 2003-04

Institutional characteristic	Defined information literacy or information literate student¹	Incorporated information literacy into institution's mission	Incorporated information literacy into institution's strategic plan	Has institution-wide committee to implement strategic plan for information literacy
All U.S. academic libraries	42.2	31.1	34.4	21.4
Control				
Public	47.1	32.5	39.1	23.3
Private	38.5	30.1	30.8	19.9
Level ²				
Total 4-year and above	43.3	32.9	35.2	21.7
Doctor's	43.7	31.0	35.3	22.1
Master's	44.2	32.8	38.0	23.1
Bachelor's	43.0	35.3	31.9	19.9
Less than 4-year	40.5	28.3	33.1	20.8
Size (FTE enrollment) ³				
Less than 1,500	34.5	29.7	29.2	18.2
1,500 to 4,999	46.6	29.5	37.6	22.5
5,000 or more	55.2	37.7	42.6	28.0
Carnegie classification ²				
Doctoral/Research	49.4	34.9	40.0	24.3
Master's I and II	54.6	36.5	42.6	26.9
Baccalaureate	43.9	29.3	33.1	19.6
Baccalaureate/Associates	45.8	50.0	50.0	37.5
Associates	42.9	30.3	35.0	21.4
Specialized	28.9	25.7	25.6	15.3
Not classified	31.8	31.5	27.9	20.1

¹"Information literacy" is the set of skills needed to find, retrieve, analyze, and use information.

² While "level" and "Carnegie classification" are similar, there is not complete overlap in the two classifications. "Level" refers to the highest level of any degree offered by the institution. The "Carnegie classification" is based on criteria such as institutional mission and research funding in addition to highest level of degree awarded. The Carnegie classification was developed by the Carnegie Foundation for the Advancement of Teaching and published in *A Classification of Institutions of Higher Education, 2000 Edition*.

³ Full-time equivalent (FTE) enrollment is calculated by adding one-third of part-time enrollment to full-time enrollment.

NOTE: Total number of institutions responding to each question is shown in table A-1. Data were not imputed for non-response, and the average response rate was 84.4%.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2004.

References

Data Files

U.S. Department of Education, National Center for Education Statistics, *Data File: Academic Libraries Survey: 2004* (NCES 2006-358).

Other Information Sources

Carnegie Classification of Institutions of Higher Education, 2000 Edition. Alexander C. McCormick. Menlo Park, CA: The Carnegie Foundation for the Advancement of Teaching, 2000 (<http://www.carnegiefoundation.org/classifications/index.asp>).

Higher Education Directory, 2000 Edition. Falls Church, VA: Higher Education Publications (<http://www.hepinc.com>).

Appendix A: Technical Notes

Technical Notes

History of Academic Library Survey Data Collection

From 1988 to 1998, the Academic Libraries Survey (ALS) was a part of the Integrated Postsecondary Education Data System (IPEDS). IPEDS is the U.S. Department of Education's vehicle for collecting data from all postsecondary institutions in the United States. Topics included within IPEDS are institutional characteristics, fall enrollment, completions, finance, faculty salaries, and fall staff. Beginning in the year 2000, the ALS began collecting data independent from IPEDS data collection; however, data from the ALS can still be linked to IPEDS data using the institution's UNITID number. IPEDS serves as the frame, or universe of degree-granting postsecondary institutions, from which eligible institutions are selected for the current ALS administration.

Topics covered and time frames

The tables in this publication summarize library services (including electronic services), library staff, library collections, and library expenditures for libraries in degree-granting postsecondary institutions in the 50 states and the District of Columbia. Library staff data are for fall 2004. Library circulation, interlibrary loans, operating expenditures, and library collections data are for fiscal year (FY) 2004. Other library services data are for a typical week in the fall of 2004. Fiscal year 2004 is defined as any 12-month period between June 1, 2003, and September 30, 2004, that corresponds to the institution's fiscal year.

Changes in the survey form and definitions of key terms since 2000

On an as-needed basis, NCES revises the ALS survey form to reflect changes that have occurred in the services, collections, expenditure accounting, and staffing of academic libraries. For example, in 1996, a number of questions were added on electronic services. In 1998, a substantial number of additional changes were made, especially in the collections and expenditures sections. These changes reflect the extensive changes in library services that occurred with regard to the development of electronic media. In 2004, a new set of questions on "information literacy" was added to the questionnaire. For more information about the 2004 Academic Libraries Survey, refer to (<http://nces.ed.gov/surveys/libraries/>).

Methodology

Scope

The Academic Libraries Survey (ALS) was fielded in fall 2004 as a Web-based survey. This survey collects data on libraries in degree-granting postsecondary institutions in the United States. The Academic Libraries data file and this report cover all academic libraries in degree-granting postsecondary institutions in the United States, including institutions that are Title IV program participants, and branch campuses of Title IV program participating institutions.

Coverage and response rates

There were 3,653 degree-granting postsecondary institutions in the 50 states and the District of Columbia that had academic libraries in 2004. The response rate among these 3,653 institutions was 87 percent.

Methodology tables A-1 and A-2 present further information on response rates. The first two rows of table A-1 present the number of academic libraries and the number and percentage of respondents by level and control of institution. The remaining rows show the number and percentage of libraries responding for each item. Table A-2 shows the number and percentage of nonrespondents by control and level of institution and by state.

Data collection procedures

The ALS data are collected and processed for NCES by the U.S. Census Bureau, Governments Division. In 1990, an NCES/IPEDS (Integrated Postsecondary Education Data System) Academic Libraries Survey Improvement Project was begun with the assistance of the National Commission on Libraries and Information Science (NCLIS) and the American Library Association's Office of Research and Statistics (ALA-ORS). The project identified a librarian in each state to work with IPEDS state data coordinators in submitting library data to NCES. For the 1990, 1992, 1994, 1996, and 1998 data collections, many of those library representatives took major responsibility for collecting data in their states. Since 2000, the ALS is no longer a component of the IPEDS package of surveys. ALS data can still be linked to IPEDS institutional data using the institution's UNITID number. For the 2004 Web-based data collection, state-level library representatives were available to promote prompt responses from librarians and to assist in problem resolution when anomalies were discovered in responses from the academic librarians.

Editing and Imputation

The Web-based data collection application features internal consistency edit checks as well as a few range checks and summation checks.

The edit checks provide warnings as the data are being entered into the web application and an edit report after the data have been entered. The types of edit checks are listed below:

Summations - reported totals are compared with the sums of the component data items. If they are not equal, a warning message is generated.

Relational edit checks - the program compares responses entered in one section of the questionnaire with responses entered in another section of the questionnaire for consistency. For example, if a librarian reports that books and bound serials were added during the fiscal year, the program would look for some expenditure to be reported for books and bound serials. If the former is reported without the latter, an error message is generated. Another example is that the number of volumes of print materials added during the fiscal year cannot exceed the total number of volumes held at the end of the fiscal year.

Range checks - an error message is generated if responses are above or below expected amounts. For example, if the average salary of librarians is reported as less than \$20,000 or greater than \$100,000, an error message is generated. If the reported hours of service are greater than 168 hours per week, an error message is generated.

After the data were received by NCES from every state, the data files were merged and general edits and imputations were performed. Some examples of general edits and imputations follow:

Edits

In addition to the summations, relational edit checks, and range checks described above, the following edits were performed in data review:

Current year/prior year comparisons – current year data must fall within the range of 50 to 150 percent of data for the prior reporting period.

Ratios – the ratio of one item to another must not exceed a limit, such as the ratio of salaries and wages to staff exceeds an upper limit and is not reasonable for that position.

Item comparison — one item should not exceed another, such as books added during the year should not exceed books held at the end of the year.

Imputations

After editing, there is still missing data. Imputation is the process of filling missing data with reasonable values in order to have a complete data set.

For estimation, institutions were grouped into 27 imputation cells. The imputation cells were determined based on sector and full-time equivalent (FTE) enrollment. The sector categories used are (1) public, 4-year or above; (2) private non-profit, 4-year or above; (3) private for profit, 4-year or above; (4) public, 2-year; (5) private non-profit, 2-year; and (6) private for profit, 2-year.

If a value was missing and prior year (FY 2002) data were available and were not expected to change, then the missing value was filled with the value in the prior year. For example, the number of reported Branches and Independent Libraries (Part A, line item 1) is likely to remain constant from year to year, so the prior year value was brought forward.

If a value was missing, prior year data were available, and the value is expected to change from the prior year, then the missing value was filled with the prior year value multiplied by the median growth rate within the imputation cell. For example, the number of Full-time Librarians (Part B, line item 2, column 1) is expected to change from year to year, so this imputation method is used.

If a value was missing and prior year data were unavailable, then data were imputed using the current year median cell distribution ratio. For example, impute E-books Added (Part D, line item 23, column 1) using the value of E-books Held (Part D, line item 23, column 2) multiplied by the median cell distribution ratio of E-books Added to E-books Held.

If there were missing current year data that prevented the use of a current year median cell distribution ratio, then the current year cell median was imputed. For example, if it was not possible to impute E-books Added using a current year median cell distribution ratio because E-books Held was missing, then E-books Added was imputed with the current year cell median.

After imputation, if a total was missing or known to need adjustment, then the total was readjusted to equal the sum of its detail items.

No Electronic Services items in Part G were imputed because the questions were yes/no questions. Also, no items in Part H were imputed because the information literacy items were yes/no questions.

The use of FTE to determine imputation cells was not employed until 2002. The procedure of using medians instead of means for imputation also represents a change from past survey cycles. While research indicates that the effect of the change in imputation procedure was not large, caution should be exercised in making comparisons with 2000 or earlier reports.

Classifications used in the report

The tables in this report present the data by control (public, private); level of highest degree offered--a categorization based on the IPEDS classification of the highest degree awarded by the institution (doctor's, master's, bachelor's, and less than 4-year); size of full-time equivalent (FTE) enrollment (less than 1,500; 1,500 to 4,999; 5,000 or more); and the institution's 2000 Carnegie Classification.

Caution on the use of data by state, and by level and control of institution

This is a descriptive report that focuses on information from a census of academic libraries in 2004. The presentation of numbers, proportions, and percentages is descriptive only of libraries in the period referenced. While data were imputed for nonresponse, the number of unit nonresponses can vary by state and affect the reliability of the state data. See Methodology table A for item response rates by level and control of institution. Methodology table B presents the distribution of the set of unit nonrespondents by state and by level and control of institution. Methodology table C gives the number of academic libraries by state, level, and control of institution. The data user should be especially cautious in using data at a level of detail where the nonresponse rate was 15 percent or greater.

Table A-1. Number and percentage of academic libraries, by level, control of institution, and item: 2004

	Total post-secondary degree granting institutions		4-year institutions								Less than 4-year		Public		Private	
			Total 4-year institutions		Highest level of degree						Total res-ponding	Percent	Total res-ponding	Percent	Total res-ponding	Percent
					Doctor's		Master's		Bachelor's							
			Total res-ponding	Percent	Total res-ponding	Percent	Total res-ponding	Percent	Total res-ponding	Percent						
All institutions	3,653	100.0	2,217	100.0	597	100.0	918	100.0	668	100.0	1,436	100.0	1,581	100.0	2,072	100.0
Responding libraries	3,178	87.0	1,968	88.8	545	91.3	817	89.0	578	86.5	1,210	84.3	1,458	92.2	1,720	83.0
Part B-Library staff																
Number of FTEs																
Librarians	3,166	86.7	1,965	88.6	544	91.1	816	88.9	577	86.4	1,201	83.6	1,454	92.0	1,712	82.6
Other professional staff	3,165	86.6	1,965	88.6	544	91.1	816	88.9	577	86.4	1,200	83.6	1,453	91.9	1,712	82.6
Total librarians and other professional staff	3,165	86.6	1,965	88.6	544	91.1	816	88.9	577	86.4	1,200	83.6	1,453	91.9	1,712	82.6
All other paid staff	3,163	86.6	1,962	88.5	541	90.6	816	88.9	577	86.4	1,201	83.6	1,454	92.0	1,709	82.5
Student assistants	3,162	86.6	1,961	88.5	541	90.6	816	88.9	576	86.2	1,201	83.6	1,454	92.0	1,708	82.4
Total FTE staff	3,161	86.5	1,961	88.5	541	90.6	816	88.9	576	86.2	1,200	83.6	1,453	91.9	1,708	82.4
Salaries and Wages																
Total librarians and other professional staff	3,108	85.1	1,935	87.3	537	89.9	803	87.5	569	85.2	1,173	81.7	1,439	91.0	1,669	80.6
All other paid staff	3,123	85.5	1,937	87.4	535	89.6	804	87.6	572	85.6	1,186	82.6	1,444	91.3	1,679	81.0
Student assistants	3,077	84.2	1,919	86.6	532	89.1	797	86.8	564	84.4	1,158	80.6	1,419	89.8	1,658	80.0
Total salaries and wages	3,052	83.5	1,908	86.1	530	88.8	789	85.9	563	84.3	1,144	79.7	1,415	89.5	1,637	79.0
Employee fringe benefits	3,121	85.4	1,942	87.6	534	89.4	810	88.2	572	85.6	1,179	82.1	1,434	90.7	1,687	81.4
Part C-Library expenditures																
Total salaries and wages	3,052	83.5	1,908	86.1	530	88.8	789	85.9	563	84.3	1,144	79.7	1,415	89.5	1,637	79.0
Information resources:																
Books, serial backfiles and other materials																
Electronic	3,093	84.7	1,932	87.1	535	89.6	802	87.4	568	85.0	1,161	80.8	1,436	90.8	1,657	80.0
Audiovisual	2,871	78.6	1,793	80.9	494	82.7	747	81.4	526	78.7	1,078	75.1	1,340	84.8	1,531	73.9
Current serials	3,002	82.2	1,858	83.8	504	84.4	782	85.2	546	81.7	1,144	79.7	1,406	88.9	1,596	77.0
Electronic serials	3,087	84.5	1,931	87.1	535	89.6	801	87.3	568	85.0	1,156	80.5	1,434	90.7	1,653	79.8
Other information resources:	2,952	80.8	1,855	83.7	516	86.4	779	84.9	533	79.8	1,097	76.4	1,390	87.9	1,562	75.4
Document delivery/interlibrary loan	3,095	84.7	1,933	87.2	533	89.3	804	87.6	569	85.2	1,162	80.9	1,433	90.6	1,662	80.2
Preservation	3,092	84.6	1,931	87.1	532	89.1	804	87.6	568	85.0	1,161	80.8	1,432	90.6	1,660	80.1
Other expenditures for information resources	3,089	84.6	1,929	87.0	531	88.9	804	87.6	567	84.9	1,160	80.8	1,429	90.4	1,660	80.1
Operating expenditures																
Computer hardware and software	3,093	84.7	1,932	87.1	534	89.4	803	87.5	568	85.0	1,161	80.8	1,435	90.8	1,658	80.0
Bibliographic utilities, networks and consortia	3,095	84.7	1,934	87.2	534	89.4	803	87.5	570	85.3	1,161	80.8	1,434	90.7	1,661	80.2
All other operating expenditures	3,090	84.6	1,932	87.1	532	89.1	804	87.6	569	85.2	1,158	80.6	1,433	90.6	1,657	80.0
Total expenditures	3,010	82.4	1,889	85.2	524	87.8	781	85.1	558	83.5	1,121	78.1	1,405	88.9	1,605	77.5

See notes at end of table

Table A-1. Number and percentage of academic libraries, by level, control of institution, and item: 2004—Continued

	Total post-secondary degree granting institutions		4-year institutions								Less than 4-year		Public		Private	
			Total 4-year institutions		Highest level of degree											
					Doctor's		Master's		Bachelor's							
			Total res-ponding	Percent	Total res-ponding	Percent	Total res-ponding	Percent	Total res-ponding	Percent	Total res-ponding	Percent	Total res-ponding	Percent	Total res-ponding	Percent
Part D-Library collections																
Library collection entirely electronic	3,653	100.0	2,217	100.0	597	100.0	918	100.0	668	100.0	1,436	100.0	1,581	100.0	2,072	100.0
Books, serial backfiles and other paper materials, added	3,068	84.0	1,923	86.7	535	89.6	802	87.4	559	83.7	1,145	79.7	1,425	90.1	1,643	79.3
Books, serial backfiles and other paper materials, EOFY	3,073	84.1	1,924	86.8	534	89.4	801	87.3	562	84.1	1,149	80.0	1,427	90.3	1,646	79.4
E-Books, added	2,921	80.0	1,830	82.5	497	83.2	765	83.3	541	81.0	1,091	76.0	1,367	86.5	1,554	75.0
E-Books, EOFY	2,859	78.3	1,820	82.1	509	85.3	757	82.5	531	79.5	1,039	72.4	1,341	84.8	1,518	73.3
Microforms, added	2,941	80.5	1,854	83.6	517	86.6	782	85.2	528	79.0	1,087	75.7	1,382	87.4	1,559	75.2
Microforms, EOFY	2,936	80.4	1,864	84.1	525	87.9	781	85.1	532	79.6	1,072	74.7	1,385	87.6	1,551	74.9
Audiovisual materials, added	3,027	82.9	1,889	85.2	521	87.3	787	85.7	554	82.9	1,138	79.2	1,415	89.5	1,612	77.8
Audiovisual materials, EOFY	3,028	82.9	1,900	85.7	527	88.3	790	86.1	557	83.4	1,128	78.6	1,410	89.2	1,618	78.1
Current serial subscriptions, added	3,029	82.9	1,893	85.4	520	87.1	790	86.1	555	83.1	1,136	79.1	1,405	88.9	1,624	78.4
Current serial subscriptions, EOFY	3,068	84.0	1,923	86.7	533	89.3	800	87.1	562	84.1	1,145	79.7	1,424	90.1	1,644	79.3
Electronic reference sources, added	2,680	73.4	1,675	75.6	437	73.2	720	78.4	496	74.3	1,005	70.0	1,242	78.6	1,438	69.4
Electronic reference sources, EOFY	2,715	74.3	1,720	77.6	469	78.6	731	79.6	498	74.6	995	69.3	1,265	80.0	1,450	70.0
Part E-Library services																
Interlibrary loans provided																
Returnable	3,008	82.3	1,875	84.6	517	86.6	780	85.0	551	82.5	1,133	78.9	1,409	89.1	1,599	77.2
Non-returnable	3,008	82.3	1,875	84.6	517	86.6	780	85.0	551	82.5	1,133	78.9	1,409	89.1	1,599	77.2
Total provided	3,046	83.4	1,912	86.2	536	89.8	794	86.5	554	82.9	1,134	79.0	1,424	90.1	1,622	78.3
Interlibrary loans received																
Returnable	3,015	82.5	1,877	84.7	515	86.3	782	85.2	553	82.8	1,138	79.2	1,411	89.2	1,604	77.4
Non-returnable	3,015	82.5	1,877	84.7	515	86.3	782	85.2	553	82.8	1,138	79.2	1,411	89.2	1,604	77.4
Total received	3,058	83.7	1,916	86.4	535	89.6	797	86.8	556	83.2	1,142	79.5	1,429	90.4	1,629	78.6
Documents delivered from																
commercial services	2,923	80.0	1,812	81.7	488	81.7	767	83.6	531	79.5	1,111	77.4	1,371	86.7	1,552	74.9
General circulation transactions	3,019	82.6	1,899	85.7	531	88.9	792	86.3	549	82.2	1,120	78.0	1,406	88.9	1,613	77.8
Reserve circulation transactions	2,899	79.4	1,808	81.6	492	82.4	761	82.9	528	79.0	1,091	76.0	1,356	85.8	1,543	74.5
Number of presentations	3,055	83.6	1,915	86.4	532	89.1	799	87.0	556	83.2	1,140	79.4	1,419	89.8	1,636	79.0
Total attendance at all presentations	3,053	83.6	1,914	86.3	532	89.1	799	87.0	555	83.1	1,139	79.3	1,418	89.7	1,635	78.9
Part F-Library services, typical week																
Hours open, typical week	3,089	84.6	1,928	87.0	535	89.6	799	87.0	566	84.7	1,161	80.8	1,435	90.8	1,654	79.8
Gate count, typical week	3,035	83.1	1,893	85.4	522	87.4	788	85.8	557	83.4	1,142	79.5	1,413	89.4	1,622	78.3
Reference transactions, typical week	3,041	83.2	1,905	85.9	525	87.9	792	86.3	560	83.8	1,136	79.1	1,408	89.1	1,633	78.8

See notes at end of table

Table A-1. Number and percentage of academic libraries, by level, control of institution, and item: 2004—Continued

	Total post-secondary degree granting institutions		4-year institutions								Less than 4-year		Public		Private	
			Total 4-year institutions		Highest level of degree						Total res-ponding	Percent	Total res-ponding	Percent	Total res-ponding	Percent
					Doctor's			Master's		Bachelor's						
			Total res-ponding	Percent	Total res-ponding	Percent	Total res-ponding	Percent	Total res-ponding	Percent						
Part G-Electronic services																
Library services provided:																
Documents digitized by library staff	3,099	84.8	1,934	87.2	537	89.9	803	87.5	566	84.7	1,165	81.1	1,437	90.9	1,662	80.2
Library reference service by e-mail or Web	3,101	84.9	1,934	87.2	537	89.9	803	87.5	566	84.7	1,167	81.3	1,438	91.0	1,663	80.3
Technology to assist patrons with disabilities	3,098	84.8	1,934	87.2	537	89.9	803	87.5	566	84.7	1,164	81.1	1,436	90.8	1,662	80.2
Electronic theses and dissertations produced by students	3,099	84.8	1,934	87.2	537	89.9	803	87.5	566	84.7	1,165	81.1	1,437	90.9	1,662	80.2
Consortial services:																
State has one or more subsidized programs	3,095	84.7	1,932	87.1	537	89.9	802	87.4	565	84.6	1,163	81.0	1,436	90.8	1,659	80.1
Participates in consortia services not funded by the state	3,095	84.7	1,934	87.2	537	89.9	803	87.5	566	84.7	1,161	80.8	1,435	90.8	1,660	80.1
Participates in state subsidized consortia	3,097	84.8	1,934	87.2	537	89.9	803	87.5	566	84.7	1,163	81.0	1,436	90.8	1,661	80.2
Cost of participation fully funded by the state	3,094	84.7	1,932	87.1	537	89.9	802	87.4	565	84.6	1,162	80.9	1,435	90.8	1,659	80.1
Cost of participation partially funded by the state	3,094	84.7	1,932	87.1	537	89.9	802	87.4	565	84.6	1,162	80.9	1,435	90.8	1,659	80.1
Part H-Information Literacy																
Definition of information literacy or of an information literate student	3,085	84.5	1,931	87.1	534	89.4	803	87.5	566	84.7	1,154	80.4	1,430	90.4	1,655	79.9
Incorporated information literacy in the institution's mission	3,084	84.4	1,931	87.1	534	89.4	803	87.5	566	84.7	1,153	80.3	1,429	90.4	1,655	79.9
Incorporated information literacy in the institution's strategic plan	3,084	84.4	1,931	87.1	534	89.4	803	87.5	566	84.7	1,153	80.3	1,429	90.4	1,655	79.9
Institution-wide committee to implement the strategic plan for information literacy	3,083	84.4	1,930	87.1	534	89.4	802	87.4	566	84.7	1,153	80.3	1,428	90.3	1,655	79.9

NOTE: EOFY = Held at end of fiscal year

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey, 2004.

Table A-2. Number and percentage of non-responding academic libraries, by level, control of institution, and state: 2004

State	Total postsecondary degree-granting institutions		4-year institutions								Less than 4-year		Public		Private	
			Total 4-year institutions		Highest level of degree											
					Doctor's		Master's		Bachelor's							
Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	
United States	475	13.0	249	11.2	52	8.7	101	11.0	90	13.5	226	15.7	123	7.8	352	17.0
Alabama	2	3.1	1	2.6	1	8.3	0	0.0	0	0.0	1	4.0	0	0.0	2	8.3
Alaska	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Arizona	11	19.3	5	18.5	0	0.0	1	11.1	3	25.0	6	20.0	3	12.5	8	24.2
Arkansas	4	8.7	1	4.5	0	0.0	0	0.0	1	11.1	3	12.5	1	3.0	3	23.1
California	78	22.5	43	22.5	9	15.8	18	22.8	15	31.3	35	22.6	14	9.8	64	31.5
Colorado	14	23.0	8	21.6	3	23.1	1	11.1	4	26.7	6	25.0	3	11.1	11	32.4
Connecticut	2	4.5	1	3.6	1	10.0	0	0.0	0	0.0	1	6.3	1	4.5	1	4.5
Delaware	2	22.2	1	16.7	0	0.0	1	33.3	0	0.0	1	33.3	2	40.0	0	0.0
District of Columbia	1	6.7	1	6.7	0	0.0	0	0.0	0	0.0	0	0.0	1	50.0	0	0.0
Florida	17	11.6	12	12.6	1	5.6	5	14.7	6	14.3	5	9.6	0	0.0	17	15.9
Georgia	18	16.7	8	13.8	2	12.5	4	15.4	2	12.5	10	20.0	10	15.6	8	18.2
Hawaii	3	16.7	1	10.0	0	0.0	1	20.0	0	0.0	2	25.0	0	0.0	3	33.3
Idaho	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Illinois	22	14.1	12	12.2	7	20.6	2	6.7	3	8.8	10	17.2	7	11.7	15	15.6
Indiana	9	11.4	7	12.7	1	8.3	5	15.6	1	9.1	2	8.3	2	7.1	7	13.7
Iowa	7	11.3	2	4.5	0	0.0	1	6.7	1	4.5	5	27.8	4	21.1	3	7.0
Kansas	6	11.1	3	10.7	1	20.0	2	16.7	0	0.0	3	11.5	4	12.9	2	8.7
Kentucky	6	9.7	2	5.9	1	14.3	0	0.0	1	10.0	4	14.3	2	8.3	4	10.5
Louisiana	2	4.4	1	3.6	0	0.0	0	0.0	1	14.3	1	5.9	0	0.0	2	10.0
Maine	2	6.7	2	10.0	1	33.3	0	0.0	1	10.0	0	0.0	0	0.0	2	13.3
Maryland	9	17.0	7	21.2	1	9.1	6	33.3	0	0.0	2	10.0	2	6.7	7	30.4
Massachusetts	14	11.9	12	12.9	3	10.3	8	19.0	1	5.6	2	8.0	1	3.2	13	14.9
Michigan	7	7.0	4	6.1	1	7.1	2	6.9	1	5.0	3	8.8	3	6.8	4	7.1
Minnesota	4	4.2	2	4.0	0	0.0	0	0.0	2	9.1	2	4.4	1	2.0	3	6.5
Mississippi	7	18.4	5	25.0	1	16.7	1	12.5	3	50.0	2	11.1	2	8.0	5	38.5
Missouri	26	24.8	18	24.0	3	17.6	4	14.8	11	36.7	8	26.7	3	9.1	23	31.9
Montana	3	13.6	0	0.0	0	0.0	0	0.0	0	0.0	3	25.0	3	17.6	0	0.0
Nebraska	5	13.5	1	4.3	0	0.0	0	0.0	1	14.3	4	28.6	2	14.3	3	13.0
Nevada	3	21.4	0	0.0	0	0.0	0	0.0	0	0.0	3	50.0	0	0.0	3	42.9
New Hampshire	1	4.5	0	0.0	0	0.0	0	0.0	0	0.0	1	20.0	1	14.3	0	0.0

See notes at end of table.

Table A-2. Number and percentage of non-responding academic libraries, by level, control of institution, and state: 2004—Continued

State	Total postsecondary degree-granting institutions		4-year institutions									Less than 4-year		Public		Private	
			Total 4-year institutions		Highest level of degree						Number	Percent	Number	Percent	Number	Percent	
					Doctor's		Master's		Bachelor's								
Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent		
New Jersey	7	13.2	5	15.6	1	7.7	3	18.8	1	33.3	2	9.5	3	9.4	4	19.0	
New Mexico	6	16.7	3	20.0	0	0.0	2	22.2	1	33.3	3	14.3	2	7.7	4	40.0	
New York	30	11.7	16	9.4	6	12.5	6	7.3	4	10.5	14	16.3	1	1.3	29	16.3	
North Carolina	3	2.5	2	3.5	0	0.0	1	4.5	1	5.0	1	1.5	0	0.0	3	6.4	
North Dakota	2	10.0	1	10.0	0	0.0	0	0.0	1	16.7	1	10.0	1	7.1	1	16.7	
Ohio	27	17.3	8	9.1	1	4.8	4	9.3	3	13.6	19	27.9	9	17.3	18	17.3	
Oklahoma	9	18.4	5	16.1	1	12.5	1	7.7	3	30.0	4	22.2	4	13.8	5	25.0	
Oregon	1	1.9	1	3.0	0	0.0	0	0.0	1	11.1	0	0.0	0	0.0	1	3.4	
Pennsylvania	25	13.2	8	6.7	2	5.6	5	8.9	1	3.6	17	24.6	5	13.2	20	13.2	
Rhode Island	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	
South Carolina	11	18.0	6	16.7	0	0.0	2	13.3	3	21.4	5	20.0	5	15.2	6	21.4	
South Dakota	1	4.5	1	5.9	0	0.0	1	9.1	0	0.0	0	0.0	1	7.7	0	0.0	
Tennessee	11	12.9	8	13.6	1	6.7	6	27.3	1	4.8	3	11.5	0	0.0	11	17.5	
Texas	19	9.5	9	9.2	0	0.0	2	6.5	6	27.3	10	9.9	3	2.8	16	17.4	
Utah	3	13.0	1	7.7	1	25.0	0	0.0	0	0.0	2	20.0	1	9.1	2	16.7	
Vermont	2	8.7	2	9.5	0	0.0	1	8.3	1	14.3	0	0.0	0	0.0	2	11.8	
Virginia	11	12.2	4	7.0	0	0.0	2	13.3	1	4.2	7	21.2	4	10.3	7	13.7	
Washington	13	18.3	6	16.7	1	14.3	1	5.6	4	36.4	7	20.0	6	14.0	7	25.0	
West Virginia	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	
Wisconsin	7	11.1	3	6.8	1	12.5	2	8.0	0	0.0	4	21.1	5	16.1	2	6.3	
Wyoming	2	22.2	0	0.0	0	0.0	0	0.0	0	0.0	2	25.0	1	12.5	1	100.0	

NOTE: Percentages are derived using table A-3 counts.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey (ALS), 2004.

Table A-3. Total number of academic libraries, by level, control of institution, and state: 2004

	Total postsecondary degree-granting institutions	4-year institutions				Less than 4-year	Public	Private
State		Total 4-year institutions	Highest level of degree					
			Doctor's	Master's	Bachelor's			
United States	3,653	2,217	597	918	668	1,436	1,581	2,072
Alabama	64	39	12	13	14	25	40	24
Alaska	7	5	1	2	2	2	5	2
Arizona	57	27	5	9	12	30	24	33
Arkansas	46	22	5	8	9	24	33	13
California	346	191	57	79	48	155	143	203
Colorado	61	37	13	9	15	24	27	34
Connecticut	44	28	10	9	8	16	22	22
Delaware	9	6	3	3	0	3	5	4
District of Columbia	15	15	6	7	1	0	2	13
Florida	147	95	18	34	42	52	40	107
Georgia	108	58	16	26	16	50	64	44
Hawaii	18	10	2	5	3	8	9	9
Idaho	13	9	3	2	4	4	7	6
Illinois	156	98	34	30	34	58	60	96
Indiana	79	55	12	32	11	24	28	51
Iowa	62	44	7	15	22	18	19	43
Kansas	54	28	5	12	11	26	31	23
Kentucky	62	34	7	17	10	28	24	38
Louisiana	45	28	10	10	7	17	25	20
Maine	30	20	3	7	10	10	15	15
Maryland	53	33	11	18	4	20	30	23
Massachusetts	118	93	29	42	18	25	31	87
Michigan	100	66	14	29	20	34	44	56
Minnesota	95	50	10	16	22	45	49	46
Mississippi	38	20	6	8	6	18	25	13
Missouri	105	75	17	27	30	30	33	72
Montana	22	10	2	5	3	12	17	5
Nebraska	37	23	4	12	7	14	14	23
Nevada	14	8	2	1	5	6	7	7
New Hampshire	22	17	4	6	7	5	7	15

See notes at end of table.

Table A-3. Total number of academic libraries, by level, control of institution, and state: 2004—Continued

State	Total postsecondary degree-granting institutions	4-year institutions				Less than 4-year	Public	Private
		Total 4-year institutions	Highest level of degree					
			Doctor's	Master's	Bachelor's			
New Jersey	53	32	13	16	3	21	32	21
New Mexico	36	15	3	9	3	21	26	10
New York	257	171	48	82	38	86	79	178
North Carolina	122	57	15	22	20	65	75	47
North Dakota	20	10	2	2	6	10	14	6
Ohio	156	88	21	43	22	68	52	104
Oklahoma	49	31	8	13	10	18	29	20
Oregon	54	33	8	16	9	21	25	29
Pennsylvania	189	120	36	56	28	69	38	151
Rhode Island	13	12	6	3	2	1	3	10
South Carolina	61	36	6	15	14	25	33	28
South Dakota	22	17	4	11	2	5	13	9
Tennessee	85	59	15	22	21	26	22	63
Texas	199	98	44	31	22	101	107	92
Utah	23	13	4	3	6	10	11	12
Vermont	23	21	2	12	7	2	6	17
Virginia	90	57	16	15	24	33	39	51
Washington	71	36	7	18	11	35	43	28
West Virginia	31	22	2	11	8	9	15	16
Wisconsin	63	44	8	25	11	19	31	32
Wyoming	9	1	1	0	0	8	8	1

SOURCE: U.S. Department of Education, National Center for Education Statistics, Academic Libraries Survey, 2004.

Glossary

Academic library: An entity in a postsecondary institution that provides an organized collection of printed or other materials, or a combination thereof; a staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or educational needs of the clientele; an established schedule in which services of the staff are available to the clientele; and the physical facilities necessary to support such a collection, staff, and schedule. This definition includes libraries that are part of learning resource centers.

Associate's colleges: These institutions offer associate's degree and certificate programs but, with few exceptions, award no baccalaureate degrees. This group includes institutions where, during the period studied, bachelor's degrees represented less than 10 percent of all undergraduate awards.

Audiovisual materials: Units of all library materials that are displayed by visual projections or magnification or through sound reproduction.

Baccalaureate/associate's colleges: These institutions are undergraduate colleges where the majority of conferrals are below the baccalaureate level (associate's degrees and certificates). During the period studied, bachelor's degrees accounted for at least ten percent of undergraduate awards.

Baccalaureate colleges—general: These institutions are primarily undergraduate colleges with major emphasis on baccalaureate programs. During the period studied, they awarded less than half of their baccalaureate degrees in liberal arts fields.

Baccalaureate colleges—liberal arts: These institutions are primarily undergraduate colleges with major emphasis on baccalaureate programs. During the period studied, they awarded at least half of their baccalaureate degrees in liberal arts fields.

Bibliographic utilities, networks and consortia: Services provided by national, regional, and local bibliographic utilities networks, and consortia.

Books, serial backfiles, and other paper materials (including government documents): The number of volumes of printed, typewritten, handwritten, photocopied, or processed work.

Branch and independent libraries: Auxiliary library service outlets with quarters separate from the central library that houses the basic collection. The central library administers the branches. In ALS, libraries on branch campuses that have separate NCES identification numbers are reported as separate libraries.

Carnegie classification: A grouping of degree-granting postsecondary institutions into categories developed by the Carnegie Foundation for the Advancement of Teaching. The categorization is based on a combination of levels of degrees awarded and research funding levels. The Carnegie Classification categories used are as follows: Doctoral/Research; Master's I and II; Baccalaureate; Baccalaureate/Associates; Associates; and Specialized. For table presentation, "level I" and "level II" of the Carnegie Classifications were combined. Institutions that do not have a Carnegie Classification are assigned to a "not classified" category.

Computer hardware and software operating expenditures: These include expenditures from the library budget for computer hardware and software used to support library operations, whether purchased or leased, mainframe or microcomputer. Expenditures for maintenance and the expenditure to run information services when it cannot be separated from the price of the product are also included in this category.

Control categories: Institutional control categories are public, private not-for-profit, and private for profit.

Control (of institution): A specification of whether an institution (postsecondary) is operated by publicly elected or appointed officials (public control) or by privately elected or appointed officials and derives its major source of funds from private sources (private control) or public sources (public control).

Current serial subscriptions: The total number of subscriptions in all formats, including electronic. Government documents received serially are included if they are accessible through the library's catalog.

Degree-granting status: Degree-granting institutions offer an associate's, bachelor's, master's, doctor's, or a first-professional degree. Non-degree-granting institutions offer certificates or other formal awards.

Doctoral/research universities—extensive: These institutions typically offer a wide range of baccalaureate programs, and they are committed to graduate education through the doctorate. During the period studied, they awarded 50 or more doctoral degrees per year across at least 15 disciplines.

Doctoral/research universities—intensive: These institutions typically offer a wide range of baccalaureate programs, and they are committed to graduate education through the doctorate. During the period studied, they awarded at least ten doctoral degrees per year across three or more disciplines, or at least 20 doctoral degrees per year overall.

Document delivery and interlibrary loan expenditures: These include fees paid for photocopies, costs of facsimile transmission, royalties, and access fees paid to bibliographic utilities.

Documents delivered from commercial services: All documents from commercial document delivery services received by the library's users. This includes all transactions that the library pays for, even if library staff is not involved in the transaction.

E-Books: The number of electronic monographs.

Electronic reference sources and aggregation services: This includes citation indexes and abstracts; full-text reference sources (e.g. encyclopedias, almanacs, biographical and statistical sources and other quick fact-finding sources); full-text journal and periodical article collection services (e.g. EBSCOhost, ProQuest, Academic Universe, and INFOTRAC OneFile); dissertation and conference proceedings databases. Licensed electronic resources also include those databases that institutions mount locally.

Electronic services: Covers the availability of electronic services provided by the library, including consortial services.

Fringe benefits: Benefits paid from the library budget.

Full-time equivalent (FTE) employees: FTE is a measure of the number of employees based on hours worked. The total number of hours for all part-time positions is divided by the number of hours the library uses to define a part-time position. Therefore, if a 40 hour work week is the standard full-time position, 2 part-time employees, each working 30 hours a week would be the equivalent of 1.5 full-time employees (60 / 40).

Full-time equivalent (FTE) student: FTE student is calculated based on the number of full-time students enrolled plus one-third of the number of part-time students.

Gate count of visitors to library per typical week: Gate count is the number of persons who physically enter library facilities over the course of a week. A single person can be counted more than once.

General circulation transactions: Initial checking out of items, either manually or electronically, by patrons. The count also includes renewals of items, each of which is a circulation transaction.

Information literacy: The set of skills needed to find, retrieve, analyze, and use information.

Information resources expenditures: Expenditures for the following materials and services: *Books*, *serial backfiles*, and *other materials* are expenditures for published materials in all formats except current serial subscriptions; *Electronic* are expenditures that are not current serials (i.e., are non-subscription, one-time, or monographic in nature) for software and machine-readable materials considered part of the collections. Examples include periodical backfiles, literature collections, one-time costs for JSTOR membership, etc; and *Audiovisual* are expenditures for all library materials that are displayed by visual projection or magnification or through sound reproduction or both.

Interlibrary loan transactions: The numbers of filled requests for materials provided to other libraries or received by the library from another library. This includes originals and copies, and materials sent by electronic submission.

IPEDS: The Integrated Postsecondary Education Data System: IPEDS is the core postsecondary education data collection program for the National Center for Education Statistics. This data collection program is designed to collect information about all postsecondary institutions and organizations in the 50 States, District of Columbia, and the respective outlying areas.

Level categories: Levels range from 4-year and higher (4 year), 2-but-less-than 4-year (2 year), and less than 2-year.

Level (of institution): A specification of whether a postsecondary education institution's programs are 4-year or higher (4 year), 2-but-less-than 4-year (2 year), or less than 2-year.

Librarians: This is the FTE (Full Time Equivalent) of staff whose duties require professional education (the master's degree or its equivalent) in the theoretical and scientific aspects of librarianship.

Master's colleges and universities I: These institutions typically offer a wide range of baccalaureate programs, and they are committed to graduate education through the master's degree. During the period studied, they awarded 40 or more master's degrees per year across three or more disciplines.

Master's colleges and universities II: These institutions typically offer a wide range of baccalaureate programs, and they are committed to graduate education through the master's degree. During the period studied, they awarded 20 or more master's degrees per year.

Microforms: Units of all photographic reproduction of textual, tabular, or graphic materials reduced in size so that they can be used only with magnification.

Number served in information services/presentations to groups: This is the number of individuals served in presentations that were sponsored by the library and planned in advance. The presentation may cover instruction in library use, or cultural, recreational or educational presentations. Presentations given off the library site are included, as long as the library is the sponsor.

Other (FTE) paid staff: Other paid staff is all other FTE (Full Time Equivalent) staff, except student assistants. This category includes clerical and technical staff but excludes maintenance and custodial staff.

Other (FTE) professional staff: This is the FTE (Full Time Equivalent) count of professional staff other than Librarians. The duties of these staff members require an education and or training in related fields (e.g., academic disciplines, archives, media, and computing).

Postsecondary Institution: Postsecondary education institution has as its sole purpose or one of its primary missions, the provision of formal instructional programs with a curriculum that is designed primarily for students who are beyond the compulsory age for high school. This includes academic, vocational, and continuing professional education programs, and excludes avocational and adult basic education programs.

Preservation: This is a category of expenditures associated with maintaining library and archival materials for use in their original form or some other usable way. Examples of this are rebinding, de-acidification, lamination, and materials conservation.

Public service hours per typical week: The number of hours the physical facility is open for service.

Reference transactions (including computer searches): These are information contacts that involve the knowledge, use, recommendation, interpretation, or instruction in the use of one or more information sources by a member of the library staff. Information sources may include printed (e.g., book volumes) and non-printed (e.g., microforms) materials and machine-readable databases (e.g., those on CD-ROMS). The transaction may include providing direction to services outside the library.

Reserve circulation transactions: Transactions that include those items that have been removed from circulation and set aside so they can be available for a certain course or activity.

Salaries and wages: This category of expenditures includes compensation for full- and part-time employees before deductions and includes hourly pay to student assistants.

Sector: One of nine categories into which postsecondary institutions may be divided based on their control and level.

Specialized Institutions: These institutions offer degrees, ranging from the bachelor's to the doctorate, and typically award a majority of degrees in a single field.

Student assistants (FTE): This is the FTE count of students employed on an hourly basis to work on library-related tasks. This group includes both students whose wages are paid from funds under the library budget and those paid from other budgets, including the College Work-Study Program.

Title IV Institution: An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs).

Total expenditures: This includes the sum of all expenditures listed in the expenditures section of the survey.

Total salaries and wages: Expenditures for full-time and part-time salaries and wages before deductions and include hourly pay to student assistants.

Appendix B: Survey Questionnaire and Instructions

ACADEMIC LIBRARIES SURVEY

SURVEY ELIGIBILITY

Please answer the following questions to determine if you need to complete this survey:

- | | | |
|----|--|--------|
| a. | Do you have an organized collection of printed or other materials or a combination thereof? | Yes/No |
| b. | Do you have paid staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or educational needs of clientele? | Yes/No |
| c. | Do you have an established schedule in which services of the staff are available to clientele? | Yes/No |
| d. | Does the library have the physical facilities necessary to support such a collection, staff, and schedule? | Yes/No |

(This question will popup if any of the 4 questions above are answered no.)

- | | | |
|----|--|--------|
| e. | Do you provide financial support to another library? | Yes/No |
|----|--|--------|

ACADEMIC LIBRARIES SURVEY

PART A – NUMBER OF PUBLIC SERVICE OUTLETS, FY 2004

Line No.	Item	Number
01	Branch and independent libraries – Exclude main or central library	_____

PART B – LIBRARY STAFF, FALL 2004 AND SALARIES/WAGES, FY 2004

(Exclude maintenance and custodial staff, volunteers and contributed services staff)

Note: Report FTE data to two decimals.

Line No.	Staff	FALL 2004 Number of full-time equivalents (FTEs) (1)	FY 2004 Salaries and wages (whole dollars only) (2)
02	Librarians	_____	
03	Other professional staff	_____	
04	Total librarians and other professional staff (sum lines 02 and 03, col. 1)	_____	\$ _____
05	All other paid staff (except student assistants)	_____	\$ _____
06	Student assistants from all funding sources	_____	\$ _____
07	Total full-time equivalent (FTE) staff (sum lines 04 through 06, cols. 1 & 2)	_____	\$ _____
08a	Are employee fringe benefits paid from the library budget? If no, select “N” and skip to Part C, line 10		_____ (Yes/No)
08b	Employee fringe benefits (if paid from library budget)		\$ _____

ACADEMIC LIBRARIES SURVEY

PART C - LIBRARY EXPENDITURES, FY 2004

Note: See instructions for exclusions and definitions.

Line No.		Amount (whole dollars only)
09	Total salaries and wages (same as line 07, col. 2):	\$ _____
	Information resources:	
10	Books, serial backfiles and other materials (one-time purchases)	\$ _____
11	Electronic \$ _____	
12	Audiovisual \$ _____	
13	Current serial subscriptions (ongoing commitments)	\$ _____
14	Electronic serials \$ _____	
	Other information resources:	
15	Document delivery/interlibrary loan	\$ _____
16	Preservation	\$ _____
17	Other expenditures for information resources	\$ _____
	Operating expenditures:	
18	Computer hardware and software (include maintenance)	\$ _____
19	Bibliographic utilities, networks and consortia	\$ _____
20	All other operating expenditures	\$ _____
21	TOTAL EXPENDITURES (Sum lines 09, 10, 13, 15 through 20)	\$ _____

ACADEMIC LIBRARIES SURVEY

PART D – LIBRARY COLLECTIONS, FY 2004

Is the library collection entirelyly electronic? Yes/No _____

Line No.	Collections	Added during the Fiscal Year (1)	Held at end of Fiscal Year (2)
22	Books, serial backfiles and other paper materials (include government documents)	_____	_____
23	E-Books	_____	_____
24	Microforms	_____	_____
25	Audiovisual materials	_____	_____
26	Current serial subscriptions	_____	_____
27	Electronic reference sources and aggregation services	_____	_____

ACADEMIC LIBRARIES SURVEY

PART E – LIBRARY SERVICES, FY 2004

Note: See instructions for exclusions and definitions.

Line No.	Services	Number
Interlibrary loans <u>provided</u> to other libraries:		
28a	Returnable	_____
28b	Non-returnable	_____
29	Total provided (sum lines 28a and 28b)	_____
Interlibrary loans <u>received</u> from other libraries:		
30	Returnable	_____
31	Non-returnable	_____
32	Total received (sum lines 30 and 31)	_____
33	Documents delivered from commercial services	_____
34a	General circulation transactions	_____
34b	Reserve circulation transactions	_____
Information services to groups:		
35	Number of presentations	_____
36	Total attendance at all presentations	_____

ACADEMIC LIBRARIES SURVEY

PART F – LIBRARY SERVICES, TYPICAL WEEK, FALL 2004

Note: See instructions for exclusions and definitions.

Line No.	Services	Number in a typical week
37	Number of weekly public service hours	_____
38	Gate count in a typical week	_____
39	Reference transactions in a typical week	_____

ACADEMIC LIBRARIES SURVEY

PART G – ELECTRONIC SERVICES

Please respond to each item by selecting “Y” or “N”. If answering for more than one library, select “Y”, if at least one has the service. If the answer was “yes” at any time during the academic year, respond “yes”.

Line No.	Services	Yes/No
	Does your library provide the following?	
40	Documents digitized by the library staff	_____
41	Library reference service by e-mail or the Web	_____
42	Technology to assist patrons with disabilities (e.g., TDD, specially equipped work stations)	_____
43	Electronic theses and dissertations produced by your students	_____
	Consortial services:	
44	Does your state have one or more state subsidized library consortium that provides access to electronic resources? If no, select “N” and skip to line 48.	_____
45	Does your library participate in the consortium? If no, select “N” and skip to line 48.	_____
46	Is the cost of your library’s participation fully funded by the state? If yes, select “Y” and skip to line 48.	_____
47	Is the cost of your library’s participation partially funded by the state?	_____
48	Does your library participate in any other consortia for access to electronic resources?	_____

ACADEMIC LIBRARIES SURVEY

PART H – INFORMATION LITERACY

During the academic year 2003-2004, has the academic institution supported information literacy in any of the following ways? Please respond to each item by selecting “Yes” or “No”.

Line

No. Does your institution have the following, or has it done the following?

Yes/No

- | | |
|--|-------|
| 49. A definition of information literacy or of an information literate student | _____ |
| 50. Incorporated information literacy in the institution’s mission | _____ |
| 51. Incorporated information literacy in the institution’s strategic plan | _____ |
| 52. An institution-wide committee to implement the strategic plan for information literacy | _____ |

ACADEMIC LIBRARY SURVEY

INSTRUCTIONS

GENERAL INSTRUCTIONS

Please respond to each item in this survey in the place provided. If the appropriate answer for an item is zero or none, use "0." If you do not collect data for an item, provide your best estimate. **PLEASE DO NOT LEAVE ANY ITEMS BLANK.** If an item is left blank, NCES will estimate a value using the average for institutions with similar characteristics. Include data for the main or central library and all branch and independent libraries that were open all or part of fiscal year 2004.

LIBRARY - An entity that provides all of the following:

1. An organized collection of printed or other materials or a combination thereof
2. A paid staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or educational needs of clientele
3. An established schedule in which services of the staff are available to clientele
4. The physical facilities necessary to support such a collection, staff, and schedule.

This includes libraries that are part of learning resource centers.

PERIOD OF REPORT - Report information for the following time periods as specified in each section:

1. **Fiscal year 2004** - Any 12-month period between **June 1, 2003 and September 30, 2004** which corresponds to your institution's fiscal year (for Parts A, B, C, D, and E).
2. **Typical week, Fall 2004** - A typical week is one that is neither unusually busy nor unusually slow. Avoid vacation periods for key staff or days when unusual events are taking place on the campus or in the library. Choose a week in which the library is open its regular hours. Include any seven consecutive calendar days (for Part F).
3. **Fall 2004** - The period during the fall of 2004 when the survey form is being completed (for Parts B, F, G, and H).

PART A - NUMBER OF PUBLIC SERVICE OUTLETS, FISCAL YEAR 2004

Branch and independent libraries (line 01) - Report the number of branch and independent libraries at your institution that were open all or part of fiscal year 2004. **EXCLUDE THE MAIN OR CENTRAL LIBRARY.** Branch and independent libraries are defined as auxiliary library service outlets with quarters separate from the central library of an institution, which have a basic collection of books and other materials, a regular staffing level, and an established schedule.

Branch and independent libraries are administered **either** by the central library **or**, as in the case of some libraries (such as law, medical, etc.), through the administrative structure of other units within the university. Departmental study/reading rooms are *not included*. Include data for all branch and independent libraries on the campus. Include libraries on **branch campuses** (i.e., located in another community) if those campuses are registered under the same NCES UNITID number as the main campus.

PART B – LIBRARY STAFF, FALL 2004 AND SALARIES/WAGES, FY 2004

Column (1), Full-time equivalent (FTE) employees (lines 02-07) - Report the number of filled or temporarily vacant FTE positions during Fall 2004 paid from funds under library control. To compute FTEs of part-time employees and student assistants, take the TOTAL number of hours worked per week by part-time employees IN EACH CATEGORY and divide it by the number of hours CONSIDERED BY THE REPORTING LIBRARY TO BE A FULL-TIME WORK WEEK (e.g., 60 hours per week of part-time work divided by 40 hours per full-time week equals 1.50 FTE). Data should be reported to two decimal places.

Do NOT report contributed services staff, such as members of religious orders, whose services are valued by bookkeeping entries rather than by full cash transactions. DO NOT include volunteers.

Column (2), Salaries and wages (lines 04-07) - Report expenditures in FY 2004 for full-time and part-time salaries and wages before deductions. Exclude employee fringe benefits provided by your institution for all regular library staff that may be reported on line 08b. Include salaries and wages from all sources paid to students serving on an *hourly basis*, if available (e.g., College Work Study Program). *Exclude* maintenance and custodial staff, volunteers, and contributed services staff.

Librarians (line 02) - Report the total FTE of staff whose duties require professional education (the master's degree or its equivalent) in the theoretical and scientific aspects of librarianship.

Other professional staff (line 03) - Report the total FTE of staff whose duties require education and/or training in related fields (e.g., academic disciplines, archives, media, computing).

Total librarians and other professional staff (line 04) - Report the sum of lines 02 and 03, column 1.

All other paid staff (except student assistants) (line 05) - Report the total FTE of all other library staff who are paid annual salaries or hourly wages except students *paid hourly*, who are reported on line 06. Include technical and clerical staff, but *exclude* maintenance and custodial staff, volunteers, and contributed services staff.

Student assistants from all funding sources (line 06) - Report the total FTE of student assistants, employed on an hourly basis whose wages are paid from funds under library control or from a budget other than the library budget, including College Work Study Program. *Exclude* maintenance and custodial staff, volunteers, and contributed services staff.

Total FTE staff (line 07) - Report the sum of lines 04 through 06, columns 1 and 2.

Employee fringe benefits (line 08a) — If benefits are paid from the library budget, select “Y” and report the amount in line 08b. If benefits are not paid from the library budget, select “N” and skip to Part C, line 10.

(line 08b) - If benefits are paid from the library budget, report the amount here.

PART C – LIBRARY EXPENDITURES, FISCAL YEAR 2004

Total salaries and wages (line 09) – This line will automatically be filled in from the total Salaries and Wages Expenditures line 07, column 2, in Part B.

Expenditures on information resources and operations (lines 10-21) - Report funds expended by the library in fiscal year 2004 (regardless of when received) from its regular budget and from all other sources; e.g., research grants, special projects, gifts and endowments, and fees for services. If items in this section are not paid from the library budget but can be easily identified in other parts of the institution's budget, report them here. Expenditures should be reported for the 12-month period that corresponds to your library's fiscal year between the calendar period June 1, 2003 to September 30, 2004. All expenditures should be reported in whole dollars in the most appropriate category to provide an unduplicated count of expenditures. *Exclude institutional expenditures for new buildings and building renovation.*

Information resources (lines 10-17) -

Books, serial backfiles, and other materials (one time purchases) (line 10) - Report expenditures for published materials in all formats except current serial subscriptions.

Electronic (line 11) - Report expenditures that are not current serials (i.e. are non-subscription, one-time, or monographic in nature) for software and machine-readable materials considered part of the collections. Examples include periodical backfiles, literature collections, one-time costs for JSTOR membership, etc. These expenditures have already been reported as part of line 10 above. Therefore, line 11 is not added into Total Expenditures on line 21.

Audiovisual (line 12) – Report expenditures for all library materials that are displayed by visual projection or magnification or through sound reproduction, or both, including graphic materials, audio materials, motion pictures, video materials, and special visual materials such as three-dimensional materials. These expenditures have already been reported as part of line 10 above. Therefore, line 12 is not added into Total Expenditures on line 21.

Current serial subscriptions (ongoing commitments) (line 13) - Report expenditures for current subscriptions to serials in all formats. These are publications issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies.

Electronic serials (line 14) – Report subscription expenditures (or those which are expected to be ongoing commitments) for serial publications whose primary format is electronic. Examples include paid subscriptions for electronic journals and indexes/abstracts available via the Internet, CD-ROM serials, and annual access fees for resources purchased on a “one-time” basis, such as literature collections, JSTOR membership, etc. These expenditures have already been reported as part of line 13. Therefore, line 14 is not added into Total Expenditures on line 21.

Other Information Resources (lines 15-17) -

Document delivery/interlibrary loan (line 15) - Report expenditures for document delivery and interlibrary loan services. Include fees paid for photocopies, costs of facsimile transmission, royalties and access fees paid to provide document delivery or interlibrary loan. Include fees paid to bibliographic utilities if the portion paid

for interlibrary loan can be separately counted. *Do not count* expenditures related to transactions between the main or central library and any libraries reported in Part A, transactions between libraries reported in Part A, or expenditures for on campus delivery.

Preservation (line 16) - Report expenditures associated with maintaining library and archival materials for use either in their original physical form or in some other usable way. This includes but is not limited to binding and rebinding, materials conservation, deacidification, lamination, and restoration. *Do not include* staff salaries and wages.

Other expenditures for information resources (line 17) – Report any other collection expenditures not already included on lines 9, 12, 14, and 15, such as expenditures for cartographic materials and manuscripts. Include copyright fees and fees for database searches, e.g. (DIALOG, Lexis-Nexis).

Operating Expenditures (lines 18-20)

Computer hardware and software (line 18) - Report expenditures from the library budget for computer hardware and software used to support library operations, whether purchased or leased, mainframe or microcomputer. Include expenditures for maintenance. Include the expenditure for equipment used to run information service products when that expenditure can be separated from the price of the product. *Exclude* expenditures reported on line 14.

Bibliographic utilities, networks, and consortia (line 19) - Report expenditures for services provided by national, regional, and local bibliographic utilities, networks, and consortia. *Exclude* expenditures already reported on lines 11, 14, and 15.

All other operating expenditures (line 20) - Report all other expenditures not already reported on lines 09 through 18 except employee fringe benefits that are reported on line 08b. *Exclude* expenditures for new buildings and building renovations. Include all expenditures for furniture and equipment except computer hardware, which should be reported on line 18. Include any related maintenance costs.

Total Expenditures (line 21) - Report the sum of lines 09, 10, 13, 15 through 20.

PART D - LIBRARY COLLECTIONS, FISCAL YEAR 2004

Enter “Y” or N” to indicate if the library collection is entirely electronic or not.

NOTE - This section of the survey collects data on selected types of material. It does not cover all materials.

Column (1), Total number added during fiscal year - Report the gross number of each category added. Do not subtract the number withdrawn.

Column (2), Total number held at end of fiscal year - Report the total number of each category held at end of fiscal year. To get this figure, take the total number held at the end of the previous fiscal year, add the number added during the fiscal year just ended and subtract the number withdrawn during that period.

Books, serial backfiles and other paper materials (include government documents) (line 22) – Report the number of volumes using the ANSI/NISO Z39.7-1995 definition for volume, which is as follows: *A single physical unit of any printed, typewritten, handwritten, mimeographed, or processed work, distinguished from*

other units by a separate binding, encasement, portfolio, or other clear distinction, which has been catalogued, classified, and made ready for use, and which is typically the unit used to charge circulation transactions.

Include duplicates and bound volumes of periodicals. For purposes of this questionnaire, unclassified bound serials arranged in alphabetical order are considered classified. Exclude microfilms, maps, nonprint materials, and uncataloged items. Include Government document volumes that are accessible through the library's catalogs regardless of whether they are separately shelved. "Classified" includes documents arranged by Superintendent of Documents, CODOC, or similar numbers. "Cataloged" includes documents for which records are provided by the library or downloaded from other sources into the library's card or online catalogs.

E-Books (line 23) – Report the number of electronic monographs that have been purchased by your library and are accessible through the library's catalog. Include e-books you have purchased individually or collaboratively.

Microforms (line 24) – Report units of all photographic reproduction of textual, tabular, or graphic materials reduced in size so that they can be used only with magnification. Examples of microforms are roll microfilm, microcard, microfiche, and ultrafiche.

Audiovisual Materials (line 25) – Report units of all library materials that are displayed by visual projection or magnification or through sound reproduction, or both, including graphic materials, audio materials (include audio books), motion pictures, video materials, and special visual materials such as three-dimensional materials.

Current serial subscriptions (line 26) – Report the total number of subscriptions in all formats. If the subscription comes in both paper and electronic form, count it twice. Count each individual title if it is received as part of a publisher's package (e.g., Project MUSE, JSTOR, Academic IDEAL). Report each full-text article database such as Lexis-Nexis, ABI/INFORM as one subscription in line 27. Include paper and microfilm government documents issued serially if they are accessible through the library's catalog.

Electronic reference sources and aggregation services (line 27) – This includes citation indexes and abstracts; full-text reference sources (e.g. encyclopedias, almanacs, biographical and statistical sources and other quick fact-finding sources); full-text journal and periodical article collection services (e.g. EBSCOhost, ProQuest, Academic Universe, and INFOTRAC OneFile); dissertation and conference proceedings databases. Licensed electronic resources also include those databases that institutions mount locally.

PART E - LIBRARY SERVICES, FISCAL YEAR 2004

Interlibrary loans (lines 28-32) - On lines 28a, 28b, and 29, report the number of filled requests for material provided to other libraries. On lines 30, 31, and 32, report the number of filled requests for material received from other libraries. *Do not include* transactions between the main or central library and any libraries reported in Part A or transactions between libraries reported in Part A.

Returnables (lines 28a and 30) - Report materials that the supplier/lending library expects to have returned. Examples of returnables include books, dissertations and theses, microfilm reels, sound recordings, and audiovisual material.

Non-returnables (lines 28b and 31) - Report materials that the supplier/lending library does not expect to have returned. Examples of non-returnables include photocopies or facsimiles, fiche-to-fiche copies, print copies

from microfilm, electronic full-text documents, and gratis print copies of unpublished reports and/or departmental working papers.

Total loans (lines 29 and 32) - Sum lines 28a and 28b for line 29, and sum lines 30 and 31 for line 32.

Documents delivered from commercial services (line 33) - Report the number of documents from commercial document delivery services received by your users. Count all transactions for which the library pays even if library staff is not involved in the transaction. Include documents received by regular or express mail, by fax, or in electronic form.

General circulation transactions (line 34a) - Report the number of items lent from the general collection. Include both initial transactions and renewals. Do not include e-book circulation.

Reserve circulation transactions (line 34b) - Report reserve transactions of all types, including electronic. Include both initial transactions and renewals.

Information services to groups (lines 35 and 36) - Report the total number of presentations (line 35) and the total number of persons attending or served by those presentations (line 36). Information services to groups are presentations at which a staff member or person invited by a staff member provides information intended for a number of persons and planned in advance. These services may be either bibliographic instruction or library use presentations, or cultural, recreational, or educational presentations. Presentations both on and off the library premises should be included, as long as they are sponsored by the library. *Do not include* meetings sponsored by other groups using library meeting rooms.

PART F - LIBRARY SERVICES - TYPICAL WEEK, FALL 2004

Collect data during a typical week in the fall. A typical week is one that is neither unusually busy nor unusually slow. Avoid vacation periods for key staff or days when unusual events are taking place on the campus or in the library. Choose a week in which the library is open its regular hours. Include any seven consecutive calendar days. If waiting for a typical week in Fall 2004 will delay this form, please use typical week data from the preceding fiscal year. If you have data for the entire year, divide by the number of weeks that the library was open.

Number of weekly public service hours (line 37) - Report an unduplicated count of the total public service hours for physical libraries per typical full-service week (i.e., no holidays or other special accommodations) across both main library and branches using the following method (corresponds to IPEDS): If a library is open from 9:00 a.m. to 5:00 p.m. Monday through Friday, it should report 40 hours per week. If several of its branches are also open during these hours, the figure remains 40 hours per week. Should Branch A also be open one evening from 7:00 p.m. to 9:00 p.m., the total hours during which users can find service somewhere within the system becomes 42 hours per week. If Branch B is open the same hours on the same evening, the count is still 42, but if Branch B is open two hours on another evening, or remains open two hours later, the total is then 44 hours per week. **Exclude 24-hour unstaffed reserve or similar reading rooms.** The maximum total is 168 (i.e., a staffed reading room open 7 days per week, 24 hours per day).

Gate count in a typical week (line 38) - Report the number of persons who physically enter library facilities in a typical week. It is understood that a single person may be counted more than once.

Reference transactions in a typical week (line 39) - Report the total number of reference transactions in a typical week. A reference transaction is an information contact that involves the knowledge, use, commendation, interpretation, or instruction in the use of one or more information sources by a member of the library staff. Information sources include printed and non-printed materials, machine-readable databases (including assistance with computer searching), the Web, catalogs and other holdings records, and, through communication or referral, other libraries and institutions, and persons both inside and outside the library. Include transactions in person, by phone, by e-mail, by the Web, and count transactions that take place at the reference desk, as well as elsewhere. Include information and referral services. If a contact includes both reference and directional services, it should be reported as one reference transaction. When a staff member utilizes information gained from a previous use of information sources to answer a question, report as a reference transaction, even if the source is not consulted again during this transaction. Duration should not be an element in determining whether a transaction is a reference transaction.

Do not report directional transactions here. A directional transaction is an information contact which facilitates the use of the library in which the contact occurs and which does NOT involve the knowledge, use, recommendation, interpretation, or instruction in the use of any information sources other than those which describe the library; such as schedules, floor plans, handbooks, and policy statements. Examples of directional transactions include giving instruction in locating, within the library, staff, library users, or physical features, etc., and giving assistance of a nonbibliographic nature with machines.

PART G - ELECTRONIC SERVICES

This section requests information about the electronic services provided by the library. The questions require a "yes" or "no" response. If the answer was "yes" at any time during the academic year, respond "yes".

PART H – INFORMATION LITERACY

Information Literacy is the set of skills needed to find, retrieve, analyze, and use information. The questions require a "yes" or "no" response.